

EAST AYRSHIRE COUNCIL
CABINET – 19 DECEMBER 2007
EQUALITY ACTION PLANS

Report by the Depute Chief Executive/Executive Director of Corporate Support

1. PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to recommend to Cabinet for approval Departmental Equality Action Plans.

2. BACKGROUND

- 2.1 As required by statute, the Council has produced previously individual Equality Schemes for Race, Disability, and Gender. These Schemes have been developed under the Specific Duty which requires the Council to set out its arrangements for tackling discrimination and promoting equality in each of the three areas. Each of the Schemes contains an Action Plan which sets out the key actions which the Council will take to meet the General Duty.

3. EQUALITY ACTION PLANS

- 3.1 As referred to above the Council has previously approved three separate Action Plans for Race, Disability and Gender. Following expression by the Equalities Strategy Group of a desire to ensure a corporate and co-ordinated approach to equalities issues it was agreed to review the existing Action Plans. As a result of this review it was agreed that, rather than each Department/Service having three separate Action Plans for each of the equality areas, a single Equality Action Plan would be produced. The single Action Plans for the Departments of Corporate Support and Neighbourhood Services are attached.
- 3.2 Given that the Council as Education Authority has specific responsibilities under the three Acts it is proposed at this time to retain three separate action plans for the Department of Educational & Social Services but with the intention to unify them in due course. Copies of the Action Plans are attached.
- 3.3 The development of combined Action Plans has also allowed Departments/Services to review their progress against existing Action Plans and revise actions and targets.

4. POLICY AND LEGAL IMPLICATIONS

- 4.1 The approval the Equality Action Plans will enable the Council to meet its statutory obligations and its policy objectives in relation to the promotion of equality for all its citizens.

5. COMMUNITY PLAN

- 5.1 The Equality Action Plans will contribute to the achievement of all aspects of the Community Plan.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no financial implications arising at this time. Any future financial implications arising from action taken under the Action Plans will require to be considered in accordance with the Council's agreed budgetary arrangements either from departmental budgets or by specific consideration by Cabinet.

7. RECOMMENDATIONS

- 7.1 Cabinet is recommended to approve the Equality Action Plans attached to this report.

**Depute Chief Executive/
Executive Director of Corporate Support
6 December 2007**

BACKGROUND PAPERS

1. Race Equality Scheme – Report by Depute Chief Executive/Director of Corporate Support to Council – 8 December 2005.
2. Disability Equality Scheme - Report by Depute Chief Executive/Director of Corporate Support to Policy & Resources Committee – 14 November 2005.
3. Gender Equality Scheme - Report by Depute Chief Executive/Director of Corporate Support to Council – 21 June 2007.

EAST AYRSHIRE COUNCIL
CORPORATE SUPPORT DEPARTMENT
EQUALITY ACTION PLAN 2007 - 2010

SERVICE UNIT: DEMOCRATIC SERVICES

A. ACCESSIBLE SERVICES - IMPROVING ACCESS OF INFORMATION AND SERVICES (Open & Accountable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
A1	Ensure Local Forum Meetings/Public Meetings accessible to public.	DDA Action plan for upgrade to Property portfolio to be implemented.	Continuous	All	Executive Head of Finance & Asset Management
A2	Ensure Committee papers are available, on request, in different languages, easy read formats, large print, and audio and that this facility is published on the website.	Ensure contact points up to date if request received. Ensure language statement accessibility statement is displayed with information on Web pages and on all publications Investigate the translation of information in to an 'easy read' format	December 2007	All	Head of Democratic Services
B. STAFFING – TRAINING & MONITORING					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
B1	Elected Member training to be carried out.	Dates set for 12 & 13 December 2007.	December 2007	All	Head of Personnel

B2	Improving staff awareness of the equality agenda/issues	Ensure staff understand the equalities agenda in relation to their work Ensure all staff undertake corporate Equalities Training	February 2008 Onwards February 2008 Onwards	All All	
B3	Include equalities information in each sections within Democratic Services induction training for new members of staff	Review the departmental/sectional induction folders to include information on equalities	February 2008 Onwards	All	
C.	IMPROVING POSITIVE ATTITUDES & POSITIVE ACTIONS				
		ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
C1	To contribute to an ethos of anti—discriminatory practice by promoting positive equality messages	Improve coverage of all equality issues in all publications	Ongoing	All	Head of Democratic Services
D.	IMPROVING COMMUNITY CONSULTATION, INVOLVEMENT & COMMUNITY CAPACITY BUILDING (if applicable)				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
D1	Extend the circulation of Grapevine.	Review circulation lists to ensure inclusiveness to all groups.	June 2008	All	Head of Democratic Services
D2	Extend the accessibility of Grapevine	Make publication available in different formats on request	June 2008	Race and Disability	Head of Democratic Services
D3	Ensure publicity for Members Surgeries appropriate.	Review circulation lists for posters to ensure widest possible publicity for all individual.	June 2008	All	Head of Democratic Services

D3	Ensure all venues are accessible	Monitor use of all buildings to ensure venues are all accessible and to ensure safety. To amend venues as appropriate	June 2008	Disability and Gender	Head of Democratic Services
E.	GATHERING & UTILISING INFORMATION, MONITORING, SELF EVALUATION AND CONTINUOUS IMPROVEMENT				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
E1	EFQM	Carry out EFQM assessment	February 2008	Democratic Services staff	Head of Democratic Services
E2	Review Equalities information currently held	Each service to provide details of Equalities information held and to utilise this information to inform practice Include Equalities information requests into evaluation /feedback mechanisms used at events, training,, forums etc.	September 2008	As Above	Head of Democratic Services
F.	CONSULTATION AND ENGAGEMENT WITH SERVICE USERS/GROUPS (if applicable)				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
G.	IDENTIFYING RELEVANT FUNCTIONS & POLICIES				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER

G1	Identify all Service Functions and Policies	Form a Democratic Services Equalities Group to identify functions and policies	February 2008	All	Head of Democratic Services
G2	Ensure all functions/policies meet the requirements of the Equalities Acts.	Impact assess all functions/policies according to our duty to promote equality on a rolling three year programme	Ongoing till 2010	All	Head of Democratic Services
H.	MONITORING POLICIES FOR ADVERSE IMPACT				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
H1	Carry out equalities impact assessment on an annual basis following the rolling three year programme developed by Democratic Services	Undertake equality impact assessments.	Ongoing till 2010	Democratic Services staff	Head of Democratic Services

JMcG/KS
23 October 2007

EAST AYRSHIRE COUNCIL
NEIGHBOURHOOD SERVICES DEPARTMENT
EQUALITY ACTION PLAN 2007 - 2010

SERVICE UNIT: BUILDING AND WORKS

A. ACCESSIBLE SERVICES - IMPROVING ACCESS OF INFORMATION AND SERVICES (Open & Accountable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
A1	Improving Access of information and services / Building & Works	Improve links with Equalities groups in the wider community	March 2008	All	Head of Building & Works / Equalities and Diversity Officer
A2	Improving Access of information and services / Building & Works	Include in the Building & Works Business Plan a commitment that any Building & Works publications & public information documents will include a language accessibility statement	September 2008	Race, Disability	Head of Building & Works
A3	Improving Access of information and services / Building & Works	Ensure language accessibility statement is displayed with information on web pages	September 2008	Race, Disability	Head of Building & Works
A4	Improving Access of information and services / Building & Works	Investigate the translation of service information in to an "Easy Read" format.	September 2008	Race, Disability	Head of Building & Works
A5	Improving Access of information and services / Building & Works	Encourage female craft operatives into Building & Works through apprenticeships, work	September 2008	Gender	Head of Building & Works

		experience and skills programmes.			
A6	Improving Access of information and services / Building & Works	Annual attendance at East Ayrshire's International Women's Day event to promote Building & Works to females	Ongoing	Gender	Head of Building & Works
A7	Improving Access of information and services / Building & Works	Ensure that communications to staff and craft operatives meet the requirements of people with disabilities.	September 2008	Race, Disability	Head of Building & Works
A8	Improving Access of information and services / Building & Works	Support and participate in the development of the Disabled Go website for East Ayrshire	December 2008	Disability	Equalities and Diversity Officer
B.	STAFFING – TRAINING & MONITORING				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
B1	Develop and deliver training on Equalities to all staff in Building & Works.	Work with the Diversity and equality officer to source and deliver equalities awareness training for all staff in Building & Works.	June 2008	All	Head of Building & Works / Equalities and Diversity Officer
B2	Include equalities information in each Building & Works induction training for new members of staff.	Review the departmental / sectional induction folders and include information on equalities	June 2008	All	Head of Building & Works / Equalities and Diversity Officer / NS Personnel Officers
B3	Deliver training on equality impact assessments to Building & Works staff tasked with undertaking these assessments.	Work with the Diversity and Equality Officer to source and deliver equalities awareness training for all staff in	June 2008	All	Head of Building & Works / Equalities and Diversity Officer

		Building & Works			
B4	Staff Training & Monitoring Building & Works	Explore methods to better inform staff on Equality & Diversity issues	March 2008	All	Head of Building & Works / Section Managers
B5	Staff Training & Monitoring Building & Works	Ensure that equality related Toolbox Talks are delivered effectively to all staff	Ongoing	All	Head of Building and Works/ Section Managers
B6	Staff Training & Monitoring Building & Works	Ensure that equalities is a standing item on all staff team meeting agendas	Ongoing	All	Head of Building and Works/ Section Managers
C.	IMPROVING POSTIVE ATTITUDES & POSITIVE ACTION				
		ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
C1	To contribute to an ethos of anti-discriminatory practice by promoting positive equality messages	Improve coverage of equality issues in all Building & Works publications	Ongoing	All	Head of Building & Works / Section Managers
C2	Building & Works - Improving Positive Attitudes and Positive Action	Ensure that equalities statement is included on all issues of the Grapevine newsletter and that equality issues are addressed when appropriate.	Ongoing	All	Head of Building & Works
D.	IMPROVING COMMUNITY CONSULTATION, INVOLVEMENT & COMMUNITY CAPACITY BUILDING (if applicable)				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
D1	To identify and implement service improvements arising from satisfaction surveys including those of equalities groups.	Ensure that all consultations findings are utilised to drive service improvements.	December 2008	All	Head of Building & Works / Section Managers
D2	Ensure that all consultations are capable of	Collect equalities	December 2008	All	Head of Building &

	capturing information that can be attributed to each equalities strand.	information as part of all stakeholder consultations.			Works
D3	Building & Works Surveys	Investigate inclusion of equalities questions into telephone surveys	December 2008	All	Head of Building & Works
D4	Building & Works Surveys	Work with Housing Services to review the inclusion of equalities questions into annual Tenant Satisfaction Survey	December 2008	All	Head of Building & Works
E.	GATHERING & UTILISING INFORMATION, MONITROING, SELF EVALUATION AND CONTINUOUS IMPROVEMENT				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
E1	Review what Equalities information that Building & Works collect currently.	Each service to provide details of what Equalities information they currently collect.	December 2008	All	Head of Building & Works
E2	Building & Works	Include Equalities information requests into evaluation / feedback mechanisms used at Building & Works events, training, forums, etc.	December 2008	All	Head of Building & Works
E3	Building & Works	Review the recording of equalities information on Servitor IT system.	December 2008	All	Head of Building & Works
E4	Building & Works	Monitor and record requests for Aids and Adaptations	December 2008	All	Head of Building & Works / Section Managers
F.	IDENTIFYING RELEVANT FUNCTIONS & POLICIES				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
F1	Identify all Neighbourhood Services Functions	Form a Building & Works	October 2007	All	Head of Building &

	and Policies	equalities group to identify the building & Works functions and policies.			Works
F2	Building & Works	Review the functions / policies on an annual basis to ensure they are still relevant.	October 2007	All	Head of Building & Works
G.	MONITORING POLICIES FOR ADVERSE IMPACT				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
G1	Carry out equalities impact assessments on an annual basis following the rolling three year programme developed by the Building & Works equalities group.	Equality impact assess those Building & Works policies / functions that required to be annually updated	December each year	All	Head of Building & Works
G2	Evaluate the impact assessment tool to ensure relevance.	Continually adopt best practice whilst ensuring performance is analysed effectively over time.	Ongoing	All	Equalities and Diversity Officer

EAST AYRSHIRE COUNCIL
NEIGHBOURHOOD SERVICES DEPARTMENT
EQUALITY ACTION PLAN 2007 - 2010

SERVICE UNIT: HOUSING SERVICES

A.	ACCESSIBLE SERVICES - IMPROVING ACCESS OF INFORMATION AND SERVICES (Open & Accountable)				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
A1	Improving Access of Information and Services - Housing Services	Improve links with Equalities groups in the wider community:	March 2008	All	Head of Housing / Equalities and Diversity Officer
A2	Improving Access of Information and Services - Housing Services	Include in the Business Plan a commitment that any Housing publications & public information documents will include a language accessibility statement	September 2008	Race, Disability	Head of Housing
A3	Improving Access of Information and Services - Housing Services	Ensure language accessibility statement is displayed with information on web pages	September 2008	Race, Disability	Head of Housing
A4	Improving Access of Information and Services - Housing Services	Investigate the translation of service information in to an "Easy Read" format.	September 2008	Race, Disability	Head of Housing
A5	Improving Access of Information and Services - Housing Services	Identify any barriers to access the services provided by Housing	March 2008	Race Disability	CHR Project Manager
A6	Improving Access of Information and Services - Housing Services	Consult with TPSG / Tenants Federation on E&D information that they require	March 2008	All	CL Officer

A7	Improving Access of Information and Services - Housing Services	Improve reporting to stakeholders progress on E&D issues	March 2008	All	BVP Officer
A8	Improving Access of Information and Services - Housing Services	Set out Housing E&D objectives & standards in Business Plan	March 2008	All	BVP Officer
A9	Improving Access of information and services - Housing Services	Support and participate in the development of the Disabled Go website for East Ayrshire	December 2008	Disability	Equalities and Diversity Officer
A10	Improving Access of information and services - Housing Services	Support the development of the East Ayrshire Domestic Abuse Forum website	March 2008	Gender	Community Safety Manager
A11	Improving Access to information and Services – Cleansing Service	Review the system for assisted pull-outs to ensure that all refuse, recycle and bulky uplift services are accessible to all residents	March 2008	All – focus on Disability	Head of Housing/Cleansing Manager
A12	Improving Access to information and Services – Cleansing Service	Ensure appropriate assistance is in place at all Recycling Centres too allow access by all users	March 2008	All – focus on Disability	Head of Housing/Cleansing Manager
B.	STAFFING – TRAINING & MONITORING				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
B1	Develop and deliver training on Equalities to all staff in Housing Services.	Work with the Diversity and equality officer to source and deliver	June 2008	All	Head of Housing / Equalities and Diversity Officer

		equalities awareness training for all staff in Housing Services.			
B2	Include equalities information in the Housing Service induction training for new members of staff.	Review the departmental / sectional induction folders and include information on equalities	June 2008	All	Head of Housing / Equalities and Diversity Officer / NS Personnel Officers
B3	Deliver training on equality impact assessments to Housing Service staff tasked with undertaking these assessments.	Work with the Diversity and Equality Officer to source and deliver equalities awareness training for all staff in Housing Services	June 2008	All	Head of Housing / Equalities and Diversity Officer
B4	Housing Services	Explore methods to better inform staff on Equality & Diversity issues	March 2008	All	Head of Housing / Section Heads
B5	Maintain Equalities Momentum through ongoing equalities briefings.	Equalities to become a standing item on agendas for all team meetings	October 2007	All	Head of Housing / Section Heads
B6	Housing Services – Staff Training & Monitoring	Identify Training & Development activities for E&D awareness appropriate for managers & staff	March 2008	All	T&D Officer
B7	Housing services	Produce E&D information / leaflet for distribution to staff	December 2007	All	LHS Officer
B8	Develop and deliver training on service impacts	Provide training on returning waste and recycle containers in a manner which minimises	March 2008	Disability	Head of Housing/Cleansing Manager

		the risk of blocking pavement access			
C.	IMPROVING POSITIVE ATTITUDES & POSITIVE ACTION				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
C1	To contribute to an ethos of anti-discriminatory practice by promoting positive equality messages	Improve coverage of equality issues in all Housing publications	Ongoing	All	Head of Housing / Section Heads
C2	Secure funding to ensure all buildings and open space areas are DDA compliant.	Seek external and internal funding.	September 2008	Disability	Head of Housing / Section Heads
D.	IMPROVING COMMUNITY CONSULTATION, INVOLVEMENT & COMMUNITY CAPACITY BUILDING (if applicable)				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
D1	Improve community involvement in service and policy development through the development of three themed forum / networks (Race, Disability and Gender)	Actively promote the participation of equality forums / networks in policy and service design and provision.	December 2007	All	Equalities and Diversity Officer / Head of Housing
D2	To identify and implement service improvements arising from satisfaction surveys including those of equalities groups.	Ensure that all consultations findings are utilised to drive service improvements.	December 2008	All	Head of Housing / Section Heads
D3	Ensure that all consultations are capable of capturing information that can be attributed to each equalities strand.	Collect equalities information as part of all stakeholder consultations.	December 2008	All	Head of Housing / Section Heads
D4	Consult access panels in any capital projects.	Consult at key stages of development to ensure access and maximise use of resources.	May 2008	Disability	Head of Housing / Section Heads

E.	GATHERING & UTILISING INFORMATION, MONITORING, SELF EVALUATION AND CONTINUOUS IMPROVEMENT				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
E1	Review what Equalities information that Housing Services collect currently.	Each service to provide details of what Equalities information they currently collect.	December 2008	All	Head of Housing
E2	Housing Services	Include Equalities information requests into evaluation / feedback mechanisms used at Housing Services events, training, forums, etc.	December 2008	All	Head of Housing
E3	Housing Services	Review E&D information recorded in Housing Application Form and CHR	March 2008	All	CHR Project Manager
E4	Housing Services	Review methods of recording E&D information from Housing Application Forms into MIS	March 2008	All	CHR Project Manager
E5	Housing Services	Improve the recording of E&D information through complaints system	Dec 2007	All	CL Officer
E6	Housing Services	Influence development of corporate complaints system in terms of E&D information	March 2008	All	CL Officer
E7	Housing Services	Analyse the Housing Needs Analysis to identify E&D needs and requirements	Dec 2007	All	LHS Officer

E8	Housing Services	Review published corporate E&D Schemes for impact on: - Homeless - Access to housing	Dec 2007	All	HHS Manager
E9	Housing Services	Review published corporate E&D Schemes for impact on: - Factoring - Private landlord functions	March 2008	All	DS Manager
E10	Housing Services	Report E&D information to performance team	March 2008	All	BVP Officer
E11	Housing Services	Include commitment to report E&D information to management in Housing Business Plan	Sept 2007	All	BVP Officer
E12	Housing Services	Produce a report to management on the requests for documentation / information in alternative formats	March 2008	BME Disability	CL Officer
E13	Housing Services	Include E&D information requests into evaluation / feedback mechanisms used at Housing events, training, forums, etc.	March 2008	All	CL Officer
E14	Housing Services	Discuss with SHBVN the inclusion of further E&D information in the annual report	March 2008	All	BVP Officer

E15	Housing Services	E&D Impact Assess Housing policies as they are reviewed	Dec 2007	All	SMT
F.	IDENTIFYING RELEVANT FUNCTIONS & POLICIES				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
F1	Identify all Neighbourhood Services Functions and Policies	Form a Housing Service equalities group to identify the Housing Services functions and policies.	October 2007	All	Head of Housing
F2		Review the functions / policies on an annual basis to ensure they are still relevant.	October 2007	All	Head of Housing
G.	MONITORING POLICIES FOR ADVERSE IMPACT				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
G1	Carry out equalities impact assessments on an annual basis following the rolling three year programme developed by the Housing Services equalities group.	Equality impact assess those Housing service policies / functions that required to be annually	December each year	All	Head of Housing
G2	Evaluate the impact assessment tool to ensure relevance.	Continually adopt best practice whilst ensuring performance is analysed effectively over time.	Ongoing	All	Equalities and Diversity Officer

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NEIGHBOURHOOD SERVICES DEPARTMENT
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SERVICE UNIT: LEISURE SERVICES

A. ACCESSIBLE SERVICES - IMPROVING ACCESS OF INFORMATION AND SERVICES (Open & Accountable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
AL1	Improving access of information and services / Leisure Service	Include in Leisure Service Plan a commitment that any Leisure publications & public information documents will include a language accessibility statement.	September 2008	Disability Race	Leisure Policy Officer
AL2	Improving access of information and services / Leisure Service	Ensure language accessibility statement is displayed with information on web pages	September 2008	Disability Race	Leisure Policy Officer
AL3	Improving access of information and services / Leisure Service	Investigate the translation of service information in to an "Easy Read" format.	September 2008	Disability Race	Leisure Policy Officer
AL4	Improving Access of information and services / Leisure Services	Support and participate in the development of the Disabled Go website for East Ayrshire	December 2008	Disability	Equalities and Diversity Officer

B. STAFFING – TRAINING & MONITORING					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
BL1	Develop and deliver training on Equalities to all staff in Leisure Services.	Work with the Diversity and equality officer to source and deliver equalities awareness training for all staff in Leisure Services	June 2008	All	Head of Leisure Services / Equalities and Diversity Officer
BL2	Include equalities information in each Leisure sections induction training for new members of staff.	Review the departmental / sectional induction folders and include information on equalities	June 2008	All	Head of Leisure Services / Equalities and Diversity Officer / NS Personnel Officers
BL3	Deliver training on equality impact assessments to Leisure staff tasked with undertaking these assessments.	Work with the Diversity and Equality Officer to source and deliver equalities awareness training for all staff in Leisure Services	June 2008	All	Head of Leisure Services / Equalities and Diversity Officer
BL4	Support Local Offices' advocacy role in assisting those unable to take advantage of Council services.	Review / revise staff training programme and reliability of information network	Ongoing	All	EA Library, Registration and Information Services Manager
C. IMPROVING POSITIVE ATTITUDES & POSITIVE ACTION					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
CL1	Continue to deliver integrative and access to mainstream leisure activities.	Provide access to integrative and mainstream drama, sport and walking activities.	Ongoing	All	Leisure Development Manager
CL2	Deliver activities for those with special support needs.	Deliver sport and activity classes tailored to the needs of individuals	Ongoing	Disabilities	Leisure Development Manager

CL3	Deliver health education and improvement activities addressing gender inequalities in groups where there is an identified need.	Men's Health Lifestyle Development Officer delivering targeted initiatives to redress health inequalities between genders. Work with teenage girls to redress health inequalities between genders.	Ongoing	Gender	Leisure Development Manager
CL4	Increase awareness of and provide therapeutic activities for those experiencing mental health problems.	Provide walking groups for those experiencing mental health problems.	Ongoing	Disability	Leisure Development Manager
CL5	Investigate funding to continue to roll out the Show Racism the Red Card project.	Work with partners to secure funding to continue to roll out the project within New Sporting futures.	Ongoing	Race	Leisure Development Manager
CL6	Develop a range of 'issue based' projects that use the arts as an empowering tool.	Develop project that seeks to address equalities.	September 2008	All	Arts and Museums Manager
CL7	Secure funding to ensure all buildings and open space areas are inclusive to all members of the community.	Seek external and internal funding.	September 2008	All	Head of Leisure Services/ Section Heads
CL8	Provide arts and media services tailored to those with special needs.	Deliver 6 sessions per annum	September 2008	Disability	Arts and Museums Manager

CL9	Provide library services for those with special needs.	Provide books in large print, talking books on CD and MP3 format Readback' software on PCs for visually impaired users, large key keyboards, screen magnification software, adapted keyboards, trackballs etc.	Ongoing	Disability	EA Library, Registration and Information Services Manager
CL10	Provide bibliotherapy services for those with mental health support needs.	Bibliotherapy scheme continued and developed to address needs	September 2008	Disability	EA Library, Registration and Information Services Manager
D.	IMPROVING COMMUNITY CONSULTATION, INVOLVEMENT & COMMUNITY CAPACITY BUILDING (if applicable)				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
DL1	To identify and implement service improvements arising from satisfaction surveys including those of equalities groups.	Ensure that all consultations findings are utilised to drive service improvements.	December 2008	All	Head of Leisure Services
DL2	Ensure that all consultations are capable of capturing information that can be attributed to each equalities strand.	Collect equalities information as part of all stakeholder consultations.	December 2008	All	Head of Leisure Services
E.	GATHERING & UTILISING INFORMATION, MONITORING, SELF EVALUATION AND CONTINUOUS IMPROVEMENT				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
EL1	Review what Equalities information that Leisure Services collect currently.	Each service to provide details of what Equalities information they currently collect.	December 2008	All	Head of Leisure Services

		Include Equalities information requests into evaluation / feedback mechanisms used at Leisure events, training, forums, etc.	December 2008	All	Head of Leisure Services
F.	IDENTIFYING RELEVANT FUNCTIONS & POLICIES				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
FL1	Identify all Neighbourhood Services Functions and Policies.	Review the functions / policies on an annual basis to ensure they are still relevant.	October 2007	All	Head of Leisure
G.	MONITORING POLICIES FOR ADVERSE IMPACT				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
GL1	Carry out equalities impact assessments on an annual basis following the rolling three year programme developed by the Leisure Services equalities group.	Equality impact assess those leisure services policies / functions that required to be annually	December each year	All	Section Heads

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NEIGHBOURHOOD SERVICES DEPARTMENT
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SERVICE UNIT: ROADS & TRANSPORTATION (R&T)

A. ACCESSIBLE SERVICES - IMPROVING ACCESS OF INFORMATION AND SERVICES (Open & Accountable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
A1	Improving Access of information and services / Roads & Transportation	Improve links with Equalities groups in the wider community:	March 2008	All	Head of R&T / Equalities and Diversity Officer
A2	Improving Access of information and services / Roads & Transportation	Include in all Service Plans a commitment that any R&T publications & public information documents will include a language accessibility statement	September 2008	Race, Disability	Head of R&T
A3	Improving Access of information and services / Roads & Transportation	Ensure language accessibility statement is displayed with information on web pages	September 2008	Race, Disability	Head of R&T
A4	Improving Access of information and services / Roads & Transportation	Investigate the translation of service information in to an "Easy Read" format.	September 2008	Race, Disability	Head of R&T
A5	Improving Access of information and services / Roads & Transportation	Support and participate in the development of the Disabled Go website for East Ayrshire	December 2008	Disability	Equalities and Diversity Officer
B. STAFFING – TRAINING & MONITORING					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER

B1	Develop and deliver training on Equalities to all staff in Roads & Transportation.	Work with the Diversity and equality officer to source and deliver equalities awareness training for all staff in Roads & Transportation Services.	June 2008	All	Head of R&T / Equalities and Diversity Officer
B2	Include equalities information in each Roads & Transportation sections induction training for new members of staff.	Review the departmental / sectional induction folders and include information on equalities	June 2008	All	Head of R&T/ Equalities and Diversity Officer / NS Personnel Officers
B3	Deliver training on equality impact assessments to Roads & Transportation staff tasked with undertaking these assessments.	Work with the Diversity and Equality Officer to source and deliver equalities awareness training for all staff in Roads & Transportation Services	June 2008	All	Head of R&T / Equalities and Diversity Officer
B4	Staffing and Monitoring / Roads & Transportation	Explore methods to better inform staff on Equality & Diversity issues	March 2008	All	Head of R&T / Section Heads
B5	Tool Box Talks	Ensure that equality related toolbox talks are delivered to all staff	Ongoing	All	Head of R&T / Section Heads
B6	Maintain Equalities Momentum through ongoing equalities briefings.	Equalities to become a standing item on agendas for all team meetings	October 2007	All	Head of R&T / Section Heads
C.	IMPROVING POSITIVE ATTITUDES & POSITIVE ACTION				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
C1	To contribute to an ethos of anti-discriminatory practice by promoting positive equality messages	Improve coverage of equality issues in all Roads & Transportation publications	Ongoing	All	Head of R&T / Section Heads

C2	Secure funding to ensure all buildings and open space areas are DDA compliant.	Seek external and internal funding.	September 2008	Disability	Head of R&T / Section Heads
D.	IMPROVING COMMUNITY CONSULTATION, INVOLVEMENT & COMMUNITY CAPACITY BUILDING (if applicable)				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
D1	Improve community involvement in service and policy development through the development of three themed forum / networks (Race, Disability and Gender)	Actively promote the participation of equality forums / networks in policy and service design and provision.	December 2007	All	Equalities and Diversity Officer / Head of R&T
D2	To identify and implement service improvements arising from satisfaction surveys including those of equalities groups.	Ensure that all consultations findings are utilised to drive service improvements.	December 2008	All	Head of R&T / Section Heads
D3	Ensure that all consultations are capable of capturing information that can be attributed to each equalities strand.	Collect equalities information as part of all stakeholder consultations.	December 2008	All	Head of R&T / Section Heads
D4	Consult access panels in any capital projects.	Consult at key stages of development to ensure access and maximise use of resources.	May 2008	Disability	Head of R&T / Section Heads
D5	Local Transport Strategy Consultation	Undertake a consultation on the Local Transport Strategy with specific consideration to be given to women's and people with disabilities safety.	December 2007	All	Head of R&T / Chief Engineer, Design and Transportation
D6	Further develop the shopmobility service in East Ayrshire.	Further develop the shop mobility service in consultation with service users.	December 2008	Disability	Head of R&T / Section Heads
E.	GATHERING & UTILISING INFORMATION, MONITORING, SELF EVALUATION AND CONTINUOUS IMPROVEMENT				
	ACTIVITY	ACTION	TIMESCALE	TARGET	LEAD OFFICER

				GROUP	
E1	Review what Equalities information that Roads & Transport collect currently.	Each service to provide details of what Equalities information they currently collect.	December 2008	All	Head of R&T
E2		Include Equalities information requests into evaluation / feedback mechanisms used at Roads & Transport events, training, forums, etc.	December 2008	All	Head of R&T
F.	IDENTIFYING RELEVANT FUNCTIONS & POLICIES				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
F1	Identify all Neighbourhood Services Functions and Policies	Form a Roads & Transport Services equalities group to identify the Roads & Transport sections functions and policies.	October 2007	All	Head of R&T
F2		Review the functions / policies on an annual basis to ensure they are still relevant.	October 2007	All	Head of R&T
G.	MONITORING POLICIES FOR ADVERSE IMPACT				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
G1	Carry out equalities impact assessments on an annual basis following the rolling three year programme developed by Roads & Transport equalities group.	Equality impact assess those Roads & Transport services policies / functions that required to be annually	December each year	All	Head of R&T

G2	Evaluate the impact assessment tool to ensure relevance.	Continually adopt best practice whilst ensuring performance is analysed effectively over time.	Ongoing	All	Equalities and Diversity Officer
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**EAST AYRSHIRE COUNCIL
CORPORATE SUPPORT DEPARTMENT**

DISABILITY/RACE OR GENDER ACTION PLAN 2007 - 2010

SERVICE UNIT: LEGAL, PROCUREMENT AND REGULATORY SERVICES

A.	ACCESSIBLE SERVICES - IMPROVING ACCESS OF INFORMATION AND SERVICES (Open & Accountable)				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
A1	<u>LEGAL AND PROCUREMENT</u> Making Legal and Procurement Services documentation accessible and ensuring the appropriate information is provided by instructing service units	Ensure all district court staff involved are aware of and can access the interpreting service to meet the needs of service users as required Implement procedures enhancing the provision of information from instructing departments on litigation matters to include equality issues Arrange for inclusion of a statement on standard correspondence relating to council house sales in a range of languages other than English that interpreting services can be provided on request Ensure that all procurement staff are aware of and can	December 2007 January 2008 January 2008 December 2007	All All All All	Legal Manager Team Leader – Litigation Team Leader – Conveyancing and Contracts Legal Manager

		access the interpreting service to meet the needs of service users as required			
A2	<u>Environmental health & Licensing</u> Food Safety	Provision of Information in different languages and provision of training to ethnic groups and other groups. Enforcement policies to be made available in accessible form and in different languages	Ongoing and continuous		Principal Officer/Senior Team Leader (Food Safety)
A3	Pollution Control	Provision of leaflets and information in alternative languages. Policies and strategies to be made available in accessible form and language.	Ongoing and continuous		Principal Officer/Team Leader (Pollution Control)
A4	Occupational Health and Safety	Support provided to the Danger Detectives project open to all schools. Provide accessible advice and training with interpretation services where required. Provision of accessible strategies and policies relative to enforcement	Annually. (September)		Principal Officer/Team Leader (Health & Safety)

A5	Pest Control/Dog Warden Service	Service provision to all with the provision of advice leaflets in different languages or readily available.	Ongoing and continuous		Principal Officer/Team Leader (Pollution Control)
A6	Licensing (Civic Government)	To ensure that all forms and guidance are available electronically and in available formats and languages where required. Interpreting service available.	Ongoing and continuous		Principal Officer/Licensing Officer
A7	General	Ensure that all staff are aware of the available interpreting service and that all signage is appropriately displayed. Ensure that all policies and strategies are made available in various accessible formats.	December 2007		Principal Officer
A8	<u>TRADING STANDARDS</u> Consumer Advice Centre	BSL approved signing offered Peripatetic service offered One to One contact	As and when requested		J Donnelly
A9	Consumer Education	Translation Service offered Talks delivered to BME communities, disability forums etc.	Continuous		J Donnelly

A10	Experiential Learning Project/ Danger Detective	All P6 children in East Ayrshire participate including Additional Support Need Schools	Annually over a 4 week period		L Aitchison
B. STAFFING – TRAINING & MONITORING					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
B1	Staff Training	Continue to liaise with the council's equality and diversity officer to source and deliver equalities awareness training for all staff	April 2008	All	Legal Manager and equalities and diversity officer
B2	Staff Induction	Inclusion of equalities issues with induction information	April 2008	All	Legal and Procurement Services Personnel Officer
B3	Staff Meetings	Equalities to become a standing item at all team meetings	January 2008	All	Legal Manager
C. IMPROVING POSITIIVE ATTITUDES & POSITIVE ACTION					
		ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
C1	Advice and Education	Provision of Interpreting Service and publications in different languages	Ongoing and continuous		Principal Officer/Team Leaders

C2	TRADING STANDARDS Consumer Advice Consumer Education Business Advice and Education	Translation signs displayed prominently in community languages Translation serviced offered when and when required Peripatetic service available	Continuous		J Donnelly
D. IMPROVING COMMUNITY CONSULTATION, INVOLVEMENT & COMMUNITY CAPACITY BUILDING (if applicable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
D1	Business and Consumer Surveys – ensure equality questions included	Production of questionnaires in different format and/or offering translation service	Ongoing and continuous with cooperation of other Ayrshire Councils.		Ongoing and continuous with cooperation of other Ayrshire Councils.
E. GATHERING & UTILISING INFORMATION, MONITORING, SELF EVALUATION AND CONTINUOUS IMPROVEMENT					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
E1	EFQM	Carry out EFQM assessment	March/April 2008	All	Legal Manager
E2	Monitoring of any equalities issues raised from a legal and procurement services perspective Customer Surveys	Review any such issues at management team meetings and thereafter implement outcomes thereof within the service unit Evaluation of surveys and action plan	January 2008 and ongoing Ongoing and every two years		Head of Legal, Procurement and Regulatory Services Principal Officers
E3	Review equalities information currently held	Assess information collected and include equalities information into evaluations/feedback	March 2008		Principal Officers

		mechanisms used at Trading Standards events , training, forums etc.			
E4	<u>TRADING STANDARDS</u> Business Concordat Enforcement Policy Business and Consumer surveys	Review information on surveys to inform practice		All	J Donnelly
F.	CONSULTATION AND ENGAGEMENT WITH SERVICE USERS/GROUPS (if applicable)				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
F1	Procurement	Enhance the existing questionnaire process issued to stakeholders to include equalities issues	January 2008	All	Legal Manager
F2	Business surveys (where LA enforced)	Includes all businesses and users of service	Ongoing and continuous		Principal Officers
G.	IDENTIFYING RELEVANT FUNCTIONS & POLICIES				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
G1	Legal, Procurement and Regulatory Services.	Identify all existing policies and review for compliance with council's equality and diversity policy	April 2008	All	Legal Manager, Principle Officers

H. MONITORING POLICIES FOR ADVERSE IMPACT					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
H1	Equalities and Diversity Impact Assessments	Carry out equalities and diversity impact assessments on an annual basis	March 2008	All	Head of Legal, Procurement and Regulatory Services

EAST AYRSHIRE COUNCIL
CORPORATE SUPPORT DEPARTMENT
EQUALITY ACTION PLAN 2007 - 2010

SERVICE UNIT: Planning and Economic Division

A. ACCESSIBLE SERVICES - IMPROVING ACCESS OF INFORMATION AND SERVICES (Open & Accountable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
A1	Information on Websites	Review and add to information which is publicly available on the Council's website including the Community Planning web pages to ensure availability in different formats and languages	June 2008	Race and Disability	Departmental Management Team
A2	Printed information	Review all printed information to ensure it meets the needs of all service users in terms of race, gender and disability to ensure there is no bias and ensure there are alternative formats available	June 2008	Gender, Race and Disability	Departmental Management Team
		Investigate the translation of service information in to an 'Easy Read' format	June 2008	Disability	Departmental Management Team

B. STAFFING – TRAINING & MONITORING					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
B1	General Equality Training	Ensure all staff undergo equality training so they have an understanding of the overall Equality Agenda	July 2008	Gender, Race and Disability	Departmental Management Team
B2	Specific Equality Training	Identify staff to undergo specific targeted equality training e.g. front line staff.	July 2008	Gender, Race and Disability	Departmental Management Team
B3	Include equalities information in Induction Training for new members of staff.	Review the departmental induction folders and include information on equalities	June 2008	Race, Gender and Disability	Departmental Management Team
B4	Deliver training on equality impact assessments to staff tasked with undertaking these assessments	Work with Equality & Diversity Officer to source and deliver awareness training for all staff in Planning & Economic Development	February 2008	Race, Gender and Disability	Departmental Management Team
B5	Staff Training	Ensure that equalities is a standing item on all staff team meetings.	January 2008 Onwards	Race Gender and Disability	Departmental Management Team

C. IMPROVING POSITIVE ATTITUDES & POSITIVE ACTION					
		ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
C1	Partnership Working and specific structured focus groups	Target partnership working with specific groups and organisations to ensure an understanding of equality issues in the promotion of positive actions/attitudes	October 2008	Gender, Race and Disability	Karl Doroszenko
C2	Team Meetings	Ensure staff have an understanding of the overall equalities agenda through regular team meetings	2007-2010	Gender, Race and Disability	All Departmental Managers
D. IMPROVING COMMUNITY CONSULTATION, INVOLVEMENT & COMMUNITY CAPACITY BUILDING (if applicable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
D1	Capacity Building Courses and Support for Community Groups	Ensure community groups are aware of this service offered by Community Learning and Development and Council for Voluntary Organisations	2007-2010	Gender, Race and Disability	Karl Doroszenko
D2	Planning Advice Note 81 – Community Engagement – Planning with People	Ensure staff engage with communities and effectively consult and involve community groups	2007-2010	Gender, Race and Disability	Karl Doroszenko and Dave Morris

E. GATHERING & UTILISING INFORMATION, MONITROING, SELF EVALUATION AND CONTINUOUS IMPROVEMENT					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
E2	Monitoring and Evaluation	Review existing monitoring and evaluation systems to ensure there is no bias	May 2008	Gender, Race and Disability	All Departmental Managers
	EFQM	Utilise EFQM process to review action plans in terms of equalities agenda	June 2008	Gender, Race and Disability	Alan Neish
F. CONSULTATION AND ENGAGEMENT WITH SERVICE USERS/GROUPS (if applicable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
F1	Partnership Working	Target partnership working with specific groups and organisations to ensure meaningful consultation and involvement takes place	October 2008	Gender, Race and Disability	Karl Doroszenko
F2	Community Engagement	Ensure guidance within the National Standards for Communities are adhered to in order to meet the Equalities Agenda	2007-2010	Gender, Race and Disability	All Departmental Managers
G. IDENTIFYING RELEVANT FUNCTIONS & POLICIES					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
G1	Departmental Action Plans	Review Departmental Action Plans	November 2009	Gender, Race and Disability	Alan Neish
G2	Building Standards Balanced Scorecard	Review Building Standards Balanced Scorecard to enquire	June 2010	Gender, Race and Disability	David McDowall

		equality in all areas			
H.	MONITORING POLICIES FOR ADVERSE IMPACT				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
H1	Existing Policies	Review existing policies and ensure all equality strands are impact assessed	2007-2010	Gender, Race and Disability	Alan Neish

EAST AYRSHIRE COUNCIL
CHIEF EXECUTIVE'S OFFICE
EQUALITY ACTION PLAN 2007 - 2010

SERVICE UNIT: Finance and Asset Management (FAM)

A. ACCESSIBLE SERVICES - IMPROVING ACCESS OF INFORMATION AND SERVICES (Open & Accountable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER(S)
A1	Making FAM documents accessible.	Include information on language accessibility in all documents accessible to the public & supply on request	March 2008	Race Disability	Head of Finance and Asset Management.
A2	Communicating Access Statement.	Ensure language accessibility statement is displayed with information on web pages, and in FAM publications.	March 2008	Race Disability	Head of Finance and Asset Management and FAM Equalities and Diversity Group.
A3	Making FAM documents accessible.	Investigate the transposing of service information in to an "Easy Read" format.	March 2008	Race Disability	Head of Finance and Asset Management and FAM Equalities and Diversity Group.
A4	Making FAM services accessible.	Review accessing of FAM Services and identify barriers.	November 2008	All	FAM Equalities and Diversity Group.
A5	Reporting to the public.	Review and improve reporting of Equalities and Diversity issues to stakeholders.	November 2008	All	Performance, Development and Projects Manager.
A6	Communicating Equalities and Diversity Standards.	Ensure Equalities and Diversity standards set out in Finance and Asset Management's public documents.	March 2008	All	Head of Finance and Asset Management.
B. STAFFING – TRAINING & MONITORING					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER(S)
B1	Staff Training.	Work with the Equality and Diversity Officer to source and deliver equalities awareness training for all staff.	June 2008	All	FAM Equalities and Diversity Group and Equalities and Diversity Officer.
B2	Departmental Staff Induction.	Review departmental / sectional	June 2008	All	FAM Personnel Officer.

		induction information and include information on equalities.			
B3	Equality and Diversity Impact Assessments.	Work with the Diversity and Equality Officer to source and deliver Impact Assessment training to all relevant staff in Finance and Asset Management.	November 2008	All	Head of Finance and Asset Management and FAM Equalities and Diversity Group.
B4	Internal Communications.	Explore methods to better inform staff on Equality & Diversity issues.	March 2008	All	FAM Equalities and Diversity Group.
B5	Internal Communications.	Equalities to become a standing item on agendas for all team meetings.	March 2008	All	Head of Finance and Asset Management.
B6	Internal Communications.	Produce E&D information / leaflet for distribution to staff.	March 2008	All	FAM Equalities and Diversity Group and Equalities and Diversity Officer.

C. IMPROVING POSTIIVE ATTITUDES & POSITIVE ACTION

	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER(S)
C1	Addressing Equalities and Diversity issues.	Improve coverage of equality issues in all FAM publications.	November 2008	All	FAM Equalities and Diversity Group and Equalities and Diversity Officer.
C2	Accessibility compliance in projects.	Ensure DDA issues built into future guidance relating to production of Option Appraisals and Business Cases.	November 2008	Disability	FAM Equalities and Diversity Group.

D. IMPROVING COMMUNITY CONSULTATION, INVOLVEMENT & COMMUNITY CAPACITY BUILDING (if applicable)

	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER(S)
D1	Consultation in policy and services.	Promote the participation of Equality and Diversity forums / networks in policy design and service provision.	June 2008	All	Head of Finance and Asset Management.
D2	Using results of consultation.	Ensure that all consultations findings are utilised to drive service improvements.	June 2008	All	Head of Finance and Asset Management.
D3	Capturing Equalities and Diversity information.	Collect equalities information as part of all stakeholder consultations.	March 2008	All	FAM Equalities and Diversity Group.

D4	Project consultation.	Consult Access Panels at initial and key stages of project development to ensure an inclusive design to all.	March 2008	All	Technical Services Manager.
D5	Ensure Equalities and Diversity 'sign-off for projects.	Liase with Disability Awareness Advisor during project design stage.	March 2008	Disability	Technical Services Manager.

E. GATHERING & UTILISING INFORMATION, MONITROING, SELF EVALUATION AND CONTINUOUS IMPROVEMENT

	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER(S)
E1	Gathering Equalities and Diversity Information.	Review information collected by each service with regard to Equalities and Diversity.	June 2008	All	Head of Finance and Asset Management and FAM Equalities and Diversity Group.
E2	Reporting Equalities and Diversity information.	Include Equalities information requests into evaluation / feedback mechanisms used at Finance and Asset Management events, training, forums, etc.	June 2008	All	Head of Finance and Asset Management and FAM Equalities and Diversity Group.
E3	Monitoring Equalities and Diversity.	Review Equalities and Diversity information recorded in FAM forms and records, and ensure compatibility with management information systems.	June 2008	All	Financial Controller.
E4	Equalities and Diversity Impact.	Review published corporate Equalities and Diversity Schemes for impact on FAM services.	November 2008	All	FAM Equalities and Diversity Group.
E5	Reporting performance and improvements.	Report Equalities and Diversity information to FAM Senior Management Team.	December 2007	All	Performance, Development and Projects Manager.

F. IDENTIFYING RELEVANT FUNCTIONS & POLICIES

	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER(S)
F1	Finance and Asset Management.	Identify all existing policies and review for compliance with Equalities and Diversity Policy.	June 2008	All	Head of Finance and Asset Management and FAM Equalities and Diversity Group.

F2	Finance and Asset Management.	Ensure all new policies comply with Equalities and Diversity Policy.	December 2007	All	Head of Finance and Asset Management and FAM Equalities and Diversity Group.
G. MONITORING POLICIES FOR ADVERSE IMPACT					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER(S)
G1	Equalities and Diversity Impact Assessments.	Carry out Equalities and Diversity Impact Assessments on an annual basis following the rolling three year programme developed by FAM Equalities and Diversity Group.	January 2008 Onwards	All	Head of Finance and Asset Management.

EAST AYRSHIRE COUNCIL
CORPORATE SUPPORT DEPARTMENT
EQUALITY ACTION PLAN 2007 - 2010

SERVICE UNIT: INFORMATION TECHNOLOGY

A. ACCESSIBLE SERVICES - IMPROVING ACCESS OF INFORMATION AND SERVICES (Open & Accountable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
A1	Council Internet Site	To maintain the site ensuring information is always available in Community Languages, different fonts and sizes. To maintain 'Chloe' the audio assistance	As & When Required	Race Disability	Ian Boyd
A2	Staff Intranet Site	As above	Continuous	Race Disability	Ian Boyd
B. STAFFING – TRAINING & MONITORING					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
B1	The Corporate East Ayrshire General Employee Review (EAGER) is used to identify and monitor the training needs staff.	Continue to use EAGER for training and monitoring of staff development.	Ongoing at all employee annual; reviews.	All	Ian Boyd
B2	Ensure that all staff are informed and have received suitable training in respect of Equalities as it applies within East Ayrshire Council.	As above Include Equalities as standing agenda item at all team meetings.	As above January 2008	All All	Ian Boyd Ian Boyd

B3	Include equalities information in induction training for new members of staff.	Review the departmental/sectional induction folders to include information on equalities.	March 2008	All	Ian Boyd
C.	IMPROVING POSTIVE ATTITUDES & POSITIVE ACTIONS				
		ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
D.	IMPROVING COMMUNITY CONSULTATION, INVOLVEMENT & COMMUNITY CAPACITY BUILDING (if applicable)				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
	Monitor feedback and complaints forms for equalities information and act information when necessary	Collect equalities information as part of feedback and complaints	March 2008 Onwards	All	Ian Boyd
E.	GATHERING & UTILISING INFORMATION, MONITORING, SELF EVALUATION AND CONTINUOUS IMPROVEMENT				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
E1E2	Key Performance Indicators are benchmarked against a number of other Authorities. KPI's include Satisfaction with ICT Service, Resolution of calls within timescales, Costs of acquiring computer/laptop, support costs per workstation, Workstations supported per specialist and ICT Competence of employees	Continue to evaluate results and action as necessary. Monitor status of equality strands	Ongoing	All	Ian Boyd
	Gather information on number of feedback/complaints received	Monitor feedback and complaints forms for equalities information and act information when necessary	March 2008 Onwards	All	Ian Boyd
F.	CONSULTATION AND ENGAGEMENT WITH SERVICE USERS/GROUPS (if applicable)				
	ACTIVITY	ACTION	TIMESCALE	TARGET	LEAD

				GROUP	OFFICER
F1	ICT Strategy Group meets on a regular basis to discuss various ICT related policies and strategies This will include any equality issues associated with ICT policies and strategies	Continue to engage consult and involve other services through ICTSG to ensure compliance with equality strands	Ongoing	All	Ian Boyd
F2	Regular meetings with other Services at operational level to discuss ICT development and support. These meetings also ensure adherence to ICT standards	Continue to met and develop plans that include conformity to equality strands	As Meetings are scheduled.	All	Ian Boyd
F3	To ensure the Council's website meets the need of all members of the community, visually, access in different languages etc.	Liaise with Equality Networks working group to ensure the overall presentation of the Internet meets the needs of the public	March 2008 Onwards	All	Ian Boyd
G.	IDENTIFYING RELEVANT FUNCTIONS & POLICIES				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
G1	There are two major ICT Policies and Strategies: <ul style="list-style-type: none"> • ICT/EGovernment Strategy • ICT Security Policy 	Continue to monitor all new and existing Policies and Strategies for adverse impacts on equality strands	December 2008	All	Ian Boyd
H.	MONITORING POLICIES FOR ADVERSE IMPACT				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
H1	Consider and address equalities issues in the development of policy and strategy	Pilot, finalise and implement the Integrated Impact Assessment Tool, ensuring appropriate training for staff	December 2008	All	Ian Boyd

RACE EQUALITY ACTION PLAN – PROGRESS AS AT SEPTEMBER 2007

EDUCATION

A ACCESSIBLE SERVICES

ACTIVITY	ACTION	BY WHEN	PROGRESS AS AT SEPTEMBER 2007
Provision of information to assist children and young people and adults access services.	Key information in accessible formats	Ongoing	Audit of publication requirements completed
Support to access services for people whose first language is not English.	Access to interpreting services	Ongoing	New Language Line materials distributed across services

B STAFFING

ACTIVITY	ACTION	BY WHEN	PROGRESS AS AT SEPTEMBER 2007
Staff appropriately trained in equality and diversity issues	(i) All staff to have an equality and diversity briefing. (ii) Equalities Seminar held for senior managers. (iii) Equalities built into induction programmes	2007/08 2006/07 2007/08	<ul style="list-style-type: none"> • CLD staff seminar in April 07 had Equalities theme. Presentations on equalities and support to ethnic minority groups 50. Community Learning and Development staff participated in training • Presentation at CLD admin staff seminar in May on equalities issues and workshop on role of admin staff in supporting equalities • Meetings with Alyia Zaheed and potential training providers has taken place • Linking with South Lanarkshire's Education Equality Officer and North Ayrshire QIO to identify good practice which could be adopted in this area
Equalities and diversity built into training materials, courses, and other staff development.	Staff development materials and courses equalities proofed.	2007/08	<ul style="list-style-type: none"> • Incorporating equalities into youth work training programme • Meetings with Alyia Zaheed and EA Training and

Development staff have taken place

C LEARNING AND TEACHING

ACTIVITY	ACTION	BY WHEN	PROGRESS AS AT SEPTEMBER 2007
Curricular materials	(i) Introduce a curricular design checklist	2007/08	<ul style="list-style-type: none"> This has been issued to all educational establishments
	(ii) Descendents of All Worlds' Hearstone photo documentary project with a selected number of schools and youth projects.	2006/07	<ul style="list-style-type: none"> Heartstone displays are currently on show at Crosshouse Community Centre and Gateway in Kilmarnock. Display was also on show at Palace Theatre. Workshops have been delivered and materials are currently being used
	(iii) Introduce the Glasgow Anti Racism Pack to Early Years and Primary Schools.	2006/07	<ul style="list-style-type: none"> All schools have pack and training will be offered in session 2007/08
	(iv) Ensure the delivery of adult literacy and numeracy programmes to support individual learning needs.	ongoing	<ul style="list-style-type: none"> ESOL continues to be core part of Essential Skills work. There has been an increased demand for support from learners – 51 people supported Staff involved in consultation on new Scottish Executive ESOL Strategy. ESOL learners involved in Follow Up HMIE Inspection in Cumnock area.

D COMMUNITY CAPACITY

ACTIVITY	ACTION	BY WHEN	PROGRESS AS AT SEPTEMBER 2007
Provide support to ethnic minority community groups to develop their capacity	(i) develop capacity of community organisations to deliver services	Ongoing	<p>Support is given to a number of ethnic minority groups in Cumnock and Kilmarnock areas.</p> <ul style="list-style-type: none"> • IQRRA • Asian Men's Group • KULOC • Asian Culture Group <p>New Service Level Agreements referencing Equalities legislation. Support being given to community groups in raising awareness of ethnic minority groups</p>
	(ii) monitor the support given to community groups and identify gaps	2006/07	
	(iii) be responsive to the changing population to ensure support is given to the development of new community groups	2007/08	
	(iv) Ensure through contractual and monitoring arrangements that independent sector providers meet the needs of service users from minority ethnic backgrounds	Ongoing	

E CONTINUOUS IMPROVEMENT

ACTIVITY	ACTION	BY WHEN	PROGRESS AS AT SEPTEMBER 2007
Analysis used by senior managers to inform future policy and practice	Performance data monitored and analysed by ethnicity	Ongoing	<ul style="list-style-type: none"> • 1.4% of children and young people attending school, are from a black or minority ethnic background, where ethnic origin was stated. This is a slight increase from last year of 1.3% • 0.5% of exclusions were from young people where ethnicity was known. This is slightly reduced from 0.7% in 2006/07 • There were no violent incidents involving a child or young person where ethnicity was known • The number of racist incidents in 2005/06 was 22

			<p>and in 2006/07 it was 23</p> <ul style="list-style-type: none"> The percentage of children from a minority ethnic background who achieved SCQF level 3 or better (Foundation); SCQF level 4 or better (General); or SCQF level 5 or better (credit) is just above the percentage of children attending school from a minority ethnic background (where ethnicity was known) <p>In terms of SCQF level 6 (Higher Grade) the percentage achieving 1, 3; or 6 highers or better is higher than the percentage of children attending a school from an ethnic minority background</p>
Improvements in service delivery made as a result of complaints.	Complaints monitored as part of performance management arrangements.	Ongoing	Monitored – to date, no action required

F SELF EVALUATION

ACTIVITY	ACTION	BY WHEN	PROGRESS AS AT SEPTEMBER 2007
Audit provision for promoting racial equality within the curriculum	Undertake audit using Promoting Racial Equality in Your School – An Audit Toolkit (CERES)	June 2007	<ul style="list-style-type: none"> This has been delayed due to delay in release of guidance from Scottish Executive to CERES (now known as EDENS)
Evaluate quality of provision using frameworks within the HGIOS series	<p>Establishments to agree and carry out evaluation of:</p> <ol style="list-style-type: none"> Promoting Racial Equality Educational Provision for Bi-lingual Learners Education for Citizenship International Education 	4 year cycle of evaluations	<ul style="list-style-type: none"> This will follow on from previous activity – see above. HIGOS3 has now been introduced to schools and training to be provided in session 2007/08.
Audit and evaluate	EFQM and Service Review processes.	Annual cycle of EFQM assessments. Agreed	<ul style="list-style-type: none"> Youth Work Review recommendations reflected the need to support young people from equality groups

		programme of Service Reviews.	
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RACE EQUALITY ACTION PLAN PAPER

SOCIAL WORK

A ACCESSIBLE SERVICES

ACTIVITY	ACTION	BY WHEN	PROGRESS AS AT SEPTEMBER 2007
Provision of information to assist children and young people and adults access services.	Key information in accessible formats	Ongoing	Leaflets and Pro-forms have been introduced to ascertain the views of children and young people at initial and review child protection case conferences. Child Protection web pages hosted on the Council's internet site were launched in December 2006 to provide a range of information and advice to professionals and members of the public. These included a facility for members of the public to report possible abuse and the first of such reports was received in August 2007.
Support to access services for people whose first language is not English.	Access to interpreting services	Ongoing	New language line materials distributed across services

B STAFFING

ACTIVITY	ACTION	BY WHEN	PROGRESS AS AT SEPTEMBER 2007
Staff appropriately trained in equality and diversity issues	(i) All staff to have an equality and diversity briefing. (ii) Equalities Seminar held for senior managers. (iii) Equalities built into induction programmes	2007/08 2006/07 2007/08	In period April – Sept 2007, 88 staff attended 1 day training on Values and Anti Oppressive Practice and 28 staff attended 2 day training on Promoting Equality
Equalities and diversity built into	Staff development materials and	2007/08	The Social Work Training Manager is participating in an

training materials, courses, and other staff development.	courses equalities proofed.		Equalities and Diversity Training Group which is considering this issue at a Council Wide level.
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C COMMUNITY CAPACITY

ACTIVITY	ACTION	BY WHEN	PROGRESS AS AT SEPTEMBER 2007
Provide support to ethnic minority community groups to develop their capacity	(i) develop capacity of community organisations to deliver services	Ongoing	Support is given to a number of ethnic minority groups in Cumnock and Kilmarnock areas. <ul style="list-style-type: none"> • IQRRA • Asian Men's Group • KULOC • Asian Culture Group New Service Level Agreements referencing Equalities legislation. Support being given to community groups in raising awareness of ethnic minority groups
	(ii) monitor the support given to community groups and identify gaps	2006/07	
	(iii) be responsive to the changing population to ensure support is given to the development of new community groups	2007/08	
	(iv) Ensure through contractual and monitoring arrangements that independent sector providers meet the needs of service users from minority ethnic backgrounds.	Ongoing	
			In implementing the Strategic Direction of Social Work report approved by Social Work Committee in April 2007, we have further strengthened our approach to commissioning, contracting and contract monitoring through the recruitment of a dedicated Commissioning and Review Manager and an additional Commissioning and Review officer.

D CONTINUOUS IMPROVEMENT

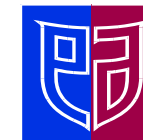
ACTIVITY	ACTION	BY WHEN	PROGRESS AS AT SEPTEMBER 2007																														
Analysis used by Senior Managers to inform future policy and practice	Performance data monitored and analysed by ethnicity	Ongoing	<p>The table below illustrates the total number of contacts with Social Work in the period April – September 07. Not all contacts resulted in referrals and subsequent service provision.</p> <table border="1" data-bbox="1534 427 1861 1034"> <thead> <tr> <th colspan="2" data-bbox="1541 432 1854 523">Contacts in the year to 30/09/2007</th> </tr> <tr> <th data-bbox="1541 528 1758 560">Ethnic Origin</th> <th data-bbox="1765 528 1854 560"></th> </tr> </thead> <tbody> <tr> <td data-bbox="1541 564 1758 596">Bangladeshi</td> <td data-bbox="1765 564 1854 596">2</td> </tr> <tr> <td data-bbox="1541 601 1758 633">Black African</td> <td data-bbox="1765 601 1854 633">1</td> </tr> <tr> <td data-bbox="1541 638 1758 670">Black Caribbean</td> <td data-bbox="1765 638 1854 670">1</td> </tr> <tr> <td data-bbox="1541 675 1758 707">Black Other</td> <td data-bbox="1765 675 1854 707">3</td> </tr> <tr> <td data-bbox="1541 711 1758 743">Chinese</td> <td data-bbox="1765 711 1854 743">3</td> </tr> <tr> <td data-bbox="1541 748 1758 780">Indian</td> <td data-bbox="1765 748 1854 780">3</td> </tr> <tr> <td data-bbox="1541 785 1758 817">Mixed Ethnicity</td> <td data-bbox="1765 785 1854 817">2</td> </tr> <tr> <td data-bbox="1541 821 1758 853">Not Known</td> <td data-bbox="1765 821 1854 853">181</td> </tr> <tr> <td data-bbox="1541 858 1758 890">Not Recorded</td> <td data-bbox="1765 858 1854 890">4882</td> </tr> <tr> <td data-bbox="1541 895 1758 927">Other</td> <td data-bbox="1765 895 1854 927">72</td> </tr> <tr> <td data-bbox="1541 932 1758 963">Pakistani</td> <td data-bbox="1765 932 1854 963">3</td> </tr> <tr> <td data-bbox="1541 968 1758 1000">White</td> <td data-bbox="1765 968 1854 1000">8493</td> </tr> <tr> <td data-bbox="1541 1005 1758 1037">Total:</td> <td data-bbox="1765 1005 1854 1037">13646</td> </tr> </tbody> </table> <p data-bbox="1337 1070 2040 1238">Ethnic origin is not recorded in a significant number of cases. Whilst there can be a range of operational reasons for this the need to improve data capture in this area is recognised. Where ethnic origin was known (or recorded), this represent 0.2% of contacts.</p> <p data-bbox="1337 1273 2040 1342">The category 'White' does not afford analysis into the potential impact of white migrant workers from the EU.</p> <p data-bbox="1337 1377 2040 1404">Both of these issues will be addressed through ongoing</p>	Contacts in the year to 30/09/2007		Ethnic Origin		Bangladeshi	2	Black African	1	Black Caribbean	1	Black Other	3	Chinese	3	Indian	3	Mixed Ethnicity	2	Not Known	181	Not Recorded	4882	Other	72	Pakistani	3	White	8493	Total:	13646
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			management and implementation arrangements in relation to the SWIFT database.
Improvements in service delivery made as a result of complaints.	Complaints monitored as part of performance management arrangements.	Ongoing	<p>0 complaints relating to discrimination were identified during the period April – September 07.</p> <p>Further to approval of the Strategic Direction of Social Work report in April 2007 we have strengthened our approach to complaints management through the appointment of the Commissioning and Review Manager who will have a specific remit in relation to complaints.</p>

E SELF EVALUATION

ACTIVITY	ACTION	BY WHEN	PROGRESS AS AT SEPTEMBER 2007
Audit and evaluate quality of provision within Social Work	EFQM and Service Review processes.	Annual cycle of EFQM assessments. Agreed programme of Service Reviews.	In line with updated arrangements for EFQM across the Council a single composite EFQM assessment for Social Work will be undertaken in December 7/January 08.

EAST AYRSHIRE COUNCIL
DEPARTMENT OF CORPORATE SUPPORT
PERSONNEL SERVICES
EQUALITY ACTION PLAN 2007 – 2010



SERVICE UNIT: Employee Relations

A. ACCESSIBLE SERVICES - IMPROVING ACCESS OF INFORMATION AND SERVICES (Open & Accountable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
A1	Improving Access of Information and Services - Personnel Services	Review language used within Personnel Policies and Procedures to ensure Plain English and minimal use of jargon	Ongoing	All	Head of Personnel/ Managers
A2	Improving Access of Information and Services - Personnel Services	Explore the feasibility of using different formats to publish recruitment and selection documentation	Ongoing	All	Employee Relations Manager
A3	Improving Access of Information and Services - Personnel Services	Explore the possibility of using different publications for advertising council vacancies	2008	All	Head of Personnel/ Employee Relations Manager
A4	Improving Access of Information and Services - Personnel Services	Improve links with relevant groups within the wider community	2008	All	Head of Personnel/ Equality and Diversity Officer
A5	Improving Access of Information and Services - Personnel Services	Identify any barriers to access Personnel Services Policies and Procedures; Council vacancies; Training Courses.	2008	All	Head of Personnel/ Managers

B. STAFFING – TRAINING & MONITORING					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
B1	Equality and Diversity Training	Increased knowledge of equality and diversity in employment issues by delivering relevant training courses/toolbox talks to Personnel Services employees	Commence during 2008	Personnel Services employees	Employee Relations Manager
B2	Equality and Diversity Training	Delivery of general equality and diversity awareness training for all Council employees	Commence during 2008	All	Equality and Diversity Officer/Training and Development Manager
B3	Job Induction Programme	Include relevant equality and diversity information and data as part of the job induction pack for new employees	Ongoing	All	Employee Relations Manager/ Training and Development Manager/ Equality and Diversity Officer
B4	Team Meetings	Equalities and Diversity to become standing item on all team meetings agendas within Personnel Services	Ongoing		
C. IMPROVING POSITIVE ATTITUDES & POSITIVE ACTIONS					
		ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
C1	To contribute to the ethos of anti-discriminatory practice by promoting positive equality messages	Improve coverage of equality issues in Personnel Services publications and Eastwords	Ongoing	All	Head of Personnel/ Managers/ Equality and Diversity Officer
D. IMPROVING COMMUNITY CONSULTATION, INVOLVEMENT & COMMUNITY CAPACITY BUILDING (if applicable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET	LEAD OFFICER

				GROUP	
D1	Recruitment and Selection	Consult with relevant community groups on how to improve the Council's recruitment and selection process	Ongoing	All	Head of Personnel/ Employee Relations Manager/ Equality and Diversity Officer
D2	Development of Employment Related Policies	Actively promote the participation of relevant community groups in the development of appropriate employment related Personnel Policies	Ongoing	All	Head of Personnel/ Employee Relations Manager/ Equality and Diversity Officer
E.	GATHERING & UTILISING INFORMATION, MONITORING, SELF EVALUATION AND CONTINUOUS IMPROVEMENT				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
E1	Personnel Employee Statistical Data	Review methods of recording Equality and Diversity personnel data. Monitor the make-up of our workforce in relation to : Staff in Post Applicants for employment, training and promotion Those who receive training and gain promotion etc.	March 2008	All	Head of Personnel/ Employee Relations Manager
E2	Complaints System	Improve the recording of Equality and Diversity information through the complaints system	Ongoing	All	Head of Personnel/ Managers
E3	Employee Attitude Survey	Under Employee Attitude Survey	TBA	All	Head of Personnel

E4	Equality and Diversity Leaflet	Production of Equality and Diversity Leaflet for issue to Council employees	2008	All	Equality and Diversity Officer/Employee Relations Manager
F. CONSULTATION AND ENGAGEMENT WITH SERVICE USERS/GROUPS (if applicable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
F1	Employee Focus Groups	Undertake a series of employee focus groups aimed at assessing the employment culture within the Council	TBA, pending completion of the Employee Attitude Survey	All	Head of Personnel/ Training and Development Manager
F2	LGBT issues	Explore feasibility of the Council joining the Stonewall Diversity Champions network	2008	All	Employee Relations Manager
F3	Employee Disabled Forum	Consult with Employee Disabled Forum to raise managers' awareness of DDA issues within the workplace	2008	All	Employee Relations Manager/ Equality and Diversity Officer
G. IDENTIFYING RELEVANT FUNCTIONS & POLICIES					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
G1	Employment Related Personnel Policies	To identify all Employment Related Personnel Policies to enable an action plan to be developed for reviews to be undertaken. This will enable relevant Policies to be equality proofed, inclusive and compliant with legislative requirements	March 2008	All	Employee Relations Manager
G2	Cycle to Work Scheme	Introduce a salary	March 2008	All	Employee Relations

		sacrifice scheme involving Cycle to Work Scheme Devise specific HR			Manager
H.	MONITORING POLICIES FOR ADVERSE IMPACT				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
H2	Employment Related Personnel Policies	Equality impact access those Personnel Services Employment related Policies and Procedures that require to be reviewed annually	Ongoing	All	Employee Relations Manager
H2	Pay and Grading Scheme	Review effectiveness of reduction in pay inequalities	2009	All	Head of Personnel/ Job Evaluation Manager
H3	Absence Policy and Procedures	Assess impact of capability dismissals and disciplinary action relating to absence on disabled employees	Ongoing	All	Employee Relations Manager

SERVICE UNIT: SKILLS TRAINING

A. ACCESSIBLE SERVICES - IMPROVING ACCESS OF INFORMATION AND SERVICES (Open & Accountable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
A1	Ensure that all referral agencies have full details and information relating to the services available to young people through the Skills Training Unit	Prepare appropriate "Facts Sheets" and distribute to Careers Scotland Offices. Provide Careers staff with Council requirements in respect of Equalities through training.	February 2008 February 2008	All All	Skills Training Manager Delivery Development Officer
A2	Secure confirmation of Equalities policies from all referral agencies	Request and retain documented proof of compliance from agencies.	February 2008	All	Skills Training Manager
A3	Ensure that all application and referral forms are in compliance with Equality legislation and reflect East Ayrshire Council Policy.	Review all documentation currently in use with the Skills Training Unit.	March 2008	All	Skills Training Manager.
A4	Ensure procedures are in place for recording of information required for monitoring equalities and establishing a database for recording of same.	Include equalities procedures in ISO Management System.	April 2008	All	Skills Training Manager.
A5	Ensure by initial contact and thereafter by monitoring that partners meet their responsibilities towards equalities.	Ensure that partner agencies have appropriate equality policies and where there are none adopt the Council's policy	Ongoing March 2008	All Disability Disability	Skills Training Manager/ Delivery Development Officer / Training Staff Skills Training Manager

A6	Accessibility to premises	<p>Review current external locations for training purpose and establish a list of approved premises.</p> <p>Review current Skills Training Unit premises and upgrade / relocate as appropriate to ensure suitability and compliance with legislation.</p>			
B. STAFFING – TRAINING & MONITORING					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
B1	Ensure that all staff are informed and have received suitable training in respect of Equalities as it applies within East Ayrshire Council.	<p>Staff Training at Induction and on an “as needed “basis.</p> <p>Discuss equalities at all employee reviews (EAGER) to ensure understanding of requirements.</p> <p>Include Equalities as a standing agenda item at all team meetings.</p>	<p>Ongoing</p> <p>Ongoing at all employee annual reviews.</p> <p>December 2007.</p>	<p>All</p> <p>All</p> <p>All</p>	<p>Skills Training Manager</p> <p>Skills Training Manager.</p> <p>Skills Training Manager.</p>
B2	Internal placement staff training to ensure understanding of trainee involvement is national training programmes (Skillseekers / Get Ready for Work)	Deliver awareness training to all trainee supervisors, providing details of their roles in programme delivery and what they should provide to <u>all</u> trainees in their charge.	April 2008	All	Senior Training Staff
C. LEARNING AND TEACHING					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
C1	Review procedures in respect of assessment activities for young people with supported learning needs.	Ensure procedures are suitable for all and are consistent with the requirements of accreditation bodies.	Ongoing	Disability	Delivery Development Officer / Training Officers

		Provide support and assistance for anyone with any known physical or mental impairment that could be detrimental to their learning / achievement.	Ongoing	Disability	Training Staff
D. IMPROVING COMMUNITY CONSULTATION, INVOLVEMENT & COMMUNITY CAPACITY BUILDING (if applicable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
D1	Ensure that groups and individuals including those residing in the top 0-30% areas of deprivation and others in rural locations have their views taken and have an input to the development of Skills Training activity.	Discuss and review training carried out on an outreach basis within local communities.	Ongoing	all	Delivery Development Officer / Training Officers.
E. GATHERING & UTILISING INFORMATION, MONITORING, SELF EVALUATION AND CONTINUOUS IMPROVEMENT					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
E1	Ensure that detailed records are taken and maintained for all referrals and starts to training programmes.	Establish a data base to record all referrals and actual starts to training programmes; ensuring data secured is that which is necessary to demonstrate compliance and effective implementation of the Equalities policy.	April 2008	All	Skills Training Manager.
E2	Provide reports to Head of Personnel confirming information and data collection demonstrating compliance with policy.	Introduce a non-statutory performance indicator which will be reported at all quarterly Management Review meetings.	April 2008	All	Skills Training Manager

E3	Ensure training delivered meets the needs of clients, referral and funding agencies	Carry out evaluation surveys among trainees, referral agencies and funding partners.	Ongoing	All	Skills Training Manager / Delivery Development Officer.
F. CONSULTATION AND ENGAGEMENT WITH SERVICE USERS/GROUPS (if applicable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
F1	Undertake consultations with young people on issues of equalities.	Discuss and seek the views of trainees on all aspects of their participation on national training programmes. Take action on the views of young people to make improvements.	April 2008	All	Training staff
F2	Ensure that project delivery supports young people in and or coming out of care.	Consult with Social Services to ensure that programmes are accessible for young people in need of training to assist with their progress to self support.	March 2008	All	Lifeskills Advisers / Delivery Development Officer.
F3	Undertake consultations with referral and funding agencies	Discuss issues with Careers Scotland and with Scottish Enterprise Ayrshire and the Community Planning Partnership. Take account of referral agencies and Scottish Enterprise Ayrshire views to monitor / further develop this Action Plan	March 2008 March 2008	All All	Skills Training Manager Skills Training Manager
G. IDENTIFYING RELEVANT FUNCTIONS & POLICIES					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
G1	Ensure all functions/policies meet requirements of Equalities Acts	Impact assess all functions/policies according to our duty to promote equality	Ongoing until 2010	All	Skills Training Manager

		on a rolling three year programme			
H.	MONITORING POLICIES FOR ADVERSE IMPACT				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICIER
H1	Equality Impact Assessment	Carry out Equalities Impact Assessment on a 3 year rolling programme	December 2007-December 2010	All	Skills Training Manger

SERVICE UNIT: Health & Safety

A.	ACCESSIBLE SERVICES - IMPROVING ACCESS OF INFORMATION AND SERVICES (Open & Accountable)				
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
	Master Safety File	<p>Development and distribution of health, safety & welfare standards for inclusion in master safety file.</p> <p>Information provided by the Safety Section is available both electronically – intranet pages and in the written format, within hardback master safety files.</p> <p>On a regular basis, toolbox talks are delivered on the generic titles of the contents of the master safety file, along with supporting procedures e.g. Incident/ Near Miss (ACC1) and Violent Incident Reports (VIR1).</p> <p>Every employee has a health & safety handbook – fact sheets are generically</p>	Ongoing	All sections & employees, where appropriate	Corporate Safety Adviser as directed by Health & Safety Manager

		<p>developed and go to where they are service-specific. In the event of employees (general) having a known disability, it would be for their supervisory/management team to organise an appropriate signer, as an example.</p> <p>Information is also developed and promoted as a result of Healthy Working Lives (HWL) – packs going to specific groups, where required or, information created and made easily accessible on the HWL's site.</p>			<p>Supervisor/ manager of employee with disability/ condition/ symptom</p>
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B. STAFFING – TRAINING & MONITORING					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER

	Staff Training	Continue to liaise with the council's equality and diversity officer, for sourcing and delivery of equalities' awareness training for the safety team. Until the training is provided, it would be difficult to discuss these issues without all of the team understanding these issues and how we can sensibly address them, as they arise.	April 2008	Safety Team	H&S Manager via Equalities & Diversity Officer
	Staff Induction	Inclusion of equalities' issues, with induction information – as provided by the equality & diversity officer.	April 2008	H&S Manager Via Equality & Diversity Officer	H&S Manager via Equalities & Diversity Officer
	Staff Training	Equalities to become a standing item at team meetings.	April 2008	H&S Manager	H&S Manager via Equalities & Diversity Officer

C. IMPROVING POSITIVE ATTITUDES & POSITIVE ACTIONS					
		ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
	Healthy Working Lives	Promotion of healthy lifestyles and health & safety practices from events being promoted thorough the calendar year. An example includes European Week of Safety & Health and many other sources, as brought to our attention via an events	Ongoing	Employees via HWL Group (Corporate Safety Adviser – leads on HWL)	Corporate Safety Adviser

		<p>calendar.</p> <p>Achieved by holding events, display of information on notice boards or on the HWL intranet page.</p>			
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D. IMPROVING COMMUNITY CONSULTATION, INVOLVEMENT & COMMUNITY CAPACITY BUILDING (if applicable)					
ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER	
Healthy Working Lives	<p>Promotion of healthy lifestyles and health & safety practices from events being promoted thorough the calendar year. An example includes European Week of Safety & Health and many other sources, as brought to our attention via an events calendar.</p> <p>Achieved by holding events, display of information on notice boards or on the HWL intranet page.</p>	Ongoing	Employees & Members of Public via HWL Group via (Corporate Safety Adviser – leads on HWL)	Corporate Safety Adviser	
E. GATHERING & UTILISING INFORMATION, MONITORING, SELF EVALUATION AND CONTINUOUS IMPROVEMENT					
ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER	
EFQM	Development of EFQM procedures, for Safety Section	June 2008	Safety Section	H&S Manager	
Monitoring of any equalities issues raised from a legal & procurement services perspective	Review any such issues at management team meetings and thereafter, implement outcomes thereof within the Safety Section.	April 2008 & beyond	Safety Section	H&S Manager	

F. CONSULTATION AND ENGAGEMENT WITH SERVICE USERS/GROUPS (if applicable)					
ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER	
N/A	N/A	N/A	N/A	N/A	
G. IDENTIFYING RELEVANT FUNCTIONS & POLICIES					
ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER	
<p>Development of health & safety standards for inclusion into master safety file</p> <p>Development of fact sheets for insertion into employee health & safety handbook</p>	<p>Information contained within will provide sign-posting, where required.</p> <p>The assessment of risk standard (B24) exists, informing supervisors/managers and indeed all employees to consider any physical, mental or other symptoms/ conditions/ disabilities that could impact upon such an employee and/or their colleagues.</p> <p>Hard-back copy and available on internet pages</p>	Ongoing	All employees & councillors	Corporate Safety Adviser via H&S Manager	
H. MONITORING POLICIES FOR ADVERSE IMPACT					
ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER	

	Equality Impact Assessment	Carry out Equalities Impact Assessment on an 3 year rolling programme	December 2007-December 2010	All	H&S Manager
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SERVICE UNIT: Training and Development

A. ACCESSIBLE SERVICES - IMPROVING ACCESS OF INFORMATION AND SERVICES (Open & Accountable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
	Revise and update training course on Equality and Diversity	Work with Equality and Diversity Officer to revise course materials. Increased knowledge of equality and diversity within the Council context	January 2008	All	Training and Development Manger and Equality and Diversity Officer
B. STAFFING – TRAINING & MONITORING					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
	Equality and Diversity Training	Delivery of general equality and diversity awareness training fro all Council employees.	Commence during October 2007	All	Training and Development Manager
	Corporate Induction Training	Update and Revise Corporate Induction Pack and Training to ensure Equalities information is current and up to date.	Commence during January 2008	All	Training and Development Manager

	To deliver baseline training on equalities for all employees within the Council	Identify a relevant e-learning package supported by alternative learning modes to cover all equality strands	Commence October 2007	All	Training and Development Manager and Equality and Diversity Officer
	To identify inconsistencies within training accessed	To monitor take up of training courses to identify gaps within particular courses and to address as necessary	Commence January 2008	All	Training and Development Manager
	Team Meetings	Equalities and Diversity to become standing item on all team meetings and agendas within Training and Development	January 2008	All	Training and Development Manager
C. IMPROVING POSTIVE ATTITUDES & POSITIVE ACTIONS					
		ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
	To contribute to the ethos of anti-discriminatory practice by promoting positive equality messages	Improve coverage of equality issues in all Training and Development publications and Eastwords	Ongoing	All	Training and Development Manager
D. IMPROVING COMMUNITY CONSULTATION, INVOLVEMENT & COMMUNITY CAPACITY BUILDING (if applicable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
E. GATHERING & UTILISING INFORMATION, MONITORING, SELF EVALUATION AND CONTINUOUS IMPROVEMENT					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER

	Training and Development Statistical Data	Monitor the make up of workforce in relation to applicants for training under ethnicity, gender and disability and address patterns as necessary	March 2007	All	Training and Development Manager
F. CONSULTATION AND ENGAGEMENT WITH SERVICE USERS/GROUPS (if applicable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
	Undertake consultation with employees	Undertake consultation to ensure training needs are being met in response to needs of equality strands	March 2008	All	Training and Development Manager
G. IDENTIFYING RELEVANT FUNCTIONS & POLICIES					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
	Ensure that all Training and Development Policies and Functions meet the requirement of Equalities Acts	Impact assess all functions/policies according to our duty to promote equality on a 3 year rolling programme	Ongoing until 2010	All	Training and Development Manager
H. MONITORING POLICIES FOR ADVERSE IMPACT					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
	Equality Impact Assessment	Carry out Equalities Impact assessment on a 3 year rolling programme	January 2008 Onwards	All	Training and Development Manger

EAST AYRSHIRE COUNCIL

EDUCATIONAL AND SOCIAL SERVICES DEPARTMENT

DISABILITY EQUALITY ACTION PLAN 2007-2010

SERVICE UNIT: EDUCATIONAL SERVICES

A. ACCESSIBLE SERVICES				
ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER	PROGRESS AS AT SEPTEMBER 2007
Ensuring information about services is widely available.	<ul style="list-style-type: none"> Identify public information and communication needs and develop a suite of appropriate information materials in accessible formats 	June 2007	<ul style="list-style-type: none"> Heads of Service 	<ul style="list-style-type: none"> Discussion taking place corporately. Departmental audit completed
Ensure that complaints regarding discrimination are recognised and reported.	<ul style="list-style-type: none"> Ensure mechanisms are in place for recording complaints that relate to discrimination 	April 2007	<ul style="list-style-type: none"> Heads of Service 	<ul style="list-style-type: none"> No complaints in respect of discrimination
Develop standard mechanism for identifying all children and young people with a disability in all educational establishments in East Ayrshire	<ul style="list-style-type: none"> Review Additional Support Needs logs in order to incorporate disability section Agree standard procedures for seeking view of parents and young person on issues of their disability 	April 2007	<ul style="list-style-type: none"> Additional Support for Learning Implementation Group 	<ul style="list-style-type: none"> Mechanisms in place through standard assessment process. Logs have been revised. <p>Achieved</p>

Track progress of children and young people with a disability with regard to all aspects of their educational experience	<ul style="list-style-type: none"> • Target setting (in place) • ISPs (in place) • IEPs (in place) 	Continuous	<ul style="list-style-type: none"> • Heads of Educational Establishments • Heads of Support Services 	<ul style="list-style-type: none"> • All in place – subject to ongoing review <p>Achieved</p>
Track progress of East Ayrshire children and young people with a disability who are educated and cared for in establishments outwith East Ayrshire with regard to all aspects of their educational and care experience.	<ul style="list-style-type: none"> • Review target setting policy in outwith establishments 	June 2007	<ul style="list-style-type: none"> • Prioritisation Group • Case psychologists 	<ul style="list-style-type: none"> • All children and young people from East Ayrshire who are placed in any outwith Authority specialist placement have their progress monitored on a regular basis by the relevant case workers (psychologist/social worker). This is done both formally through regular reviews and informally as required. The Prioritisation Group receives regular 6 monthly reports on progress and the continued appropriateness or otherwise of the placement.
Review current Educational Accessibility Strategy in view of the requirements of the Disability Equality Duty	<ul style="list-style-type: none"> • Review policy & procedures in the current Strategy and amend accordingly 	December 2007	<ul style="list-style-type: none"> • Quality Improvement Officers (Equalities & ASL) 	<ul style="list-style-type: none"> • This is in process of completion
Ensure that all children and young people in educational establishments have equality of access to all aspects of the school experience, both within and outwith school	<ul style="list-style-type: none"> • Develop an audit tool that will support head teachers and heads of establishment understand the needs of their disabled pupils with regard to exceptional aspects of their educational experience (e.g.: school trips etc.) 	June 2007	<ul style="list-style-type: none"> • Disability Task Group 	<ul style="list-style-type: none"> • Audit tool developed and draft issued to educational establishments for consultation.
Working with partner providers.	<ul style="list-style-type: none"> • Ensure through contract monitoring 	Continuous	<ul style="list-style-type: none"> • Principal Officers 	<ul style="list-style-type: none"> • Service Level Agreements reflect requirements

		arrangements that service providers implement their responsibilities towards people with disability			Maintenance issue
	Provision of meals within Education and Care settings that meet the needs of specific ethnic, dietary or disability requirements.	<ul style="list-style-type: none"> • Develop clear policy guidance for catering in developing menus for special needs individuals. • Implement new 'speaking' menu boards within Special Schools and other establishments as appropriate 	June 2007	<ul style="list-style-type: none"> • Robin Gourlay 	<ul style="list-style-type: none"> • A special diets manual providing policy and practical guidance on religious, ethnic and medically prescribed diets has been revised and issued to all Catering Managers August, 2007. • Interactive menu boards developed by East Ayrshire to enhance the meal time experience of children with additional support needs have been installed in each of the Authorities dining rooms June 2007.
	Accessibility to Council Premises	<ul style="list-style-type: none"> • Review current targets and establish action plan for improvements. This reflects the Corporate Action Plan 	April 2007	<ul style="list-style-type: none"> • Executive Head of Finance in lead co-ordinating role 	

B. STAFFING

	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER	PROGRESS AS AT SEPTEMBER 2007
	Ensure staff are aware of and appropriately trained in relation to disability issues.	<ul style="list-style-type: none"> • Equalities built into induction training • Ensure training and development needs are identified and actioned through teaching professional 	Continuous	<ul style="list-style-type: none"> • CPD Coordinators • ASL Implementation Group 	<ul style="list-style-type: none"> • Equalities now part of HT Induction programme, ASN & DDA part of probationer induction programme • Discussion with A Zaheed on common training and specific teacher training

		review and development and APT&C staff EAGER process <ul style="list-style-type: none"> Enhance basic awareness training by identifying additional training requirements for specific groups of staff 			
	Monitor recruitment and staffing complement	<ul style="list-style-type: none"> Annual monitoring and analysis 	Continuous	<ul style="list-style-type: none"> Head of Service : Schools Support 	<ul style="list-style-type: none"> 36 minority ethnic employees out of 2,346 staff 15 disabled employees out of 2,346 staff

C. LEARNING AND TEACHING (Only applicable to educational services and community learning and development)

ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER	PROGRESS AS AT SEPTEMBER 2007
Review implementation of procedures on assessment arrangements for candidates with a disability sitting national examinations	<ul style="list-style-type: none"> Ensure the current guidelines to secondary schools are consistent with the requirements of the DDA 	June 2007	<ul style="list-style-type: none"> Head Teachers Educational Psychologists Quality Improvement Officers Specialist Support Services 	<ul style="list-style-type: none"> This is in process of completion

D. COMMUNITY CAPACITY BUILDING

ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER	PROGRESS AS AT SEPTEMBER 2007
Review current authority supported advocacy services for parents and young people with disabilities	<ul style="list-style-type: none"> Audit range of advocacy services available Meet with advocacy groups to share Action Plan 	March 2008	<ul style="list-style-type: none"> Disability Task Group 	<ul style="list-style-type: none"> Information requested on Advocacy Services

		<ul style="list-style-type: none"> • Recommend additionally as required 			
	Promote the development within the community of organisations that can support people with disabilities and represent their views to statutory organisations	<ul style="list-style-type: none"> • Continue to support the development of and work in partnership with information, advice and support providers in relation to service users, carers and advocacy services 	Continuous	<ul style="list-style-type: none"> • Principal Officers 	Progressed through Community Learning and Development Services (see Action Plan)

E. SELF EVALUATION AND CONTINUOUS IMPROVEMENT					
ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER	PROGRESS AS AT SEPTEMBER 2007	
Ensure that every educational establishment and service complies with their responsibilities to implement authority policy, monitor outcome and report progress on the outcomes, with respect to the legislation as outlined in the Disability Equality Scheme	<ul style="list-style-type: none"> • Model Policy developed for educational establishments in relation to disability • Every educational establishment will audit their experience and practice with respect to disability • Every educational establishment will include issues of disability equality in their annual improvement plans • Every educational establishment will report on the impact of their disability strategy on an annual basis 	August 2007 for establishment policies and ongoing thereafter	<ul style="list-style-type: none"> • Disability Task Group • Heads of Educational Establishments • Head of Support Services • Quality Improvement Officers 	<ul style="list-style-type: none"> • Model Policy has been written and will be issued to educational establishments in 2007. • Audit materials will be issued as part of this policy document. • Model Disability Action Plan has been issued to all educational establishments • Report will form part of Standards and Quality Report 	

	Establish a school based monitoring & reporting system to identify harassment and bullying on the grounds of disability	<ul style="list-style-type: none"> Review existing monitoring and reporting systems to include issues of disability 	August 2007	<ul style="list-style-type: none"> Disability Task Group Head of Educational Establishments 	Review has taken place. Educational establishments will be provided with revision in 2007
	Develop systems to measure the impact of practice occasioned by the DDA in all schools and educational establishments	<ul style="list-style-type: none"> Collect relevant data via SEEMIS system on children and young people with a disability Develop a template to aid schools in monitoring their actions with disabled pupils Support schools in carrying out surveys amongst pupils, staff and parents regarding the implementation of the DES 	December 2007 & ongoing thereafter	<ul style="list-style-type: none"> Statistics Officer Quality Improvement Team 	Preparatory work in progress
	Best Value	<ul style="list-style-type: none"> Ensure, through implementation of "Securing Continuous Improvement" corporate guidance on service reviews that all reviews take account of the needs of people with disabilities Identify service improvement activity through service planning strategic self assessment and 	Continuous	<ul style="list-style-type: none"> Heads of Service 	Current best value reviews will take this into account

		EFQM processes			
	Impact Assessment	<ul style="list-style-type: none"> Implement Impact Assessment across policies 	Continuous	<ul style="list-style-type: none"> Heads of Service 	Educational Services are part of the corporate pilot

F. CONSULTATION AND ENGAGEMENT WITH SERVICE USERS/GROUPS					
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER	PROGRESS AS AT SEPTEMBER 2007
	Seek views of parents and young people on issues of disability	<ul style="list-style-type: none"> Review current arrangements for seeking views of parents and young people Take account of views to improve services Involve parents and young people in further developing and monitoring this Action Plan 	December 2007 & annually thereafter	<ul style="list-style-type: none"> Quality Improvement Officers (Equalities & ASL) Heads of Educational Establishments Heads of Specialist Services Dialogue Youth 	<ul style="list-style-type: none"> Review currently being undertaken This is part of model Disability Action Plan issued to educational establishments

EAST AYRSHIRE COUNCIL

EDUCATIONAL AND SOCIAL SERVICES DEPARTMENT

DISABILITY EQUALITY ACTION PLAN 2007-2010

SERVICE UNIT: COMMUNITY LEARNING AND DEVELOPMENT

A. ACCESSIBLE SERVICES					
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER	PROGRESS AS AT SEPTEMBER 2007
	Provision of information on community based learning and youth work opportunities	<ul style="list-style-type: none"> Ensure information is kept current and is accessible in a number of formats to assist young people and adults to access learning opportunities 	Continuous	<ul style="list-style-type: none"> Team Leaders 	<p>Service guide to be produced for 07/08</p> <p>Use of intranet for access to information on services to be further developed in 07/08</p>
	Learning centres are equipped with software and hardware to support learners	<ul style="list-style-type: none"> Advice sought from learners and organisations on appropriate support tools and materials Audit of software and hardware undertaken in learning centres Staff trained on set up and use of support tools and materials 	<p>June 2007 and ongoing</p> <p>December 2007</p> <p>April 2008</p>	<ul style="list-style-type: none"> Team Leaders Team Leaders Team Leaders 	Training provided by Ability Net on supporting ICT learners in the learning centres
	Review the current Post 16's Accessibility Strategy in view of the requirements of the Disability Equality Duty	<ul style="list-style-type: none"> Review action points in the Strategy 	December 2007	<ul style="list-style-type: none"> Principal Officer 	In Progress

Working with partner providers.	<ul style="list-style-type: none"> Ensure through contract monitoring arrangements that service providers implement their responsibilities towards people with disability 	Continuous	<ul style="list-style-type: none"> Principal Officers 	Carried out as part of supervising officer role
Accessibility to Council Premises	<ul style="list-style-type: none"> Review current targets and establish action plan for improvements. This reflects the Corporate Action Plan 	April 2007	<ul style="list-style-type: none"> Executive Head of Finance in lead co-ordinating role 	

B. STAFFING					
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER	PROGRESS AS AT SEPTEMBER 2007
	Staff and volunteers trained in disability equality issues	<ul style="list-style-type: none"> All staff and volunteers have attended disability equality briefings Equalities training built in to induction programmes Equalities training incorporated into youth work and 	<p>2007/2008</p> <p>December 2007</p> <p>April 2008</p>	<ul style="list-style-type: none"> Assistant Principal Officer Assistant Principal Officer Team Leaders 	<p>CLD staff seminar in April 2007 had Equalities focus. Presentations on equalities legislation and Disability Community Learning Plan. 51 staff had briefings. Presentation at CLD admin staff seminar in May on equalities issues and workshop on role of admin staff in supporting equalities.</p> <p>Timescale revised to April 2008</p> <p>3 staff attended corporate equalities and diversionary training</p>

		volunteer training			
	Monitor recruitment and staffing complement	<ul style="list-style-type: none"> Annual monitoring and analysis 	Continuous	<ul style="list-style-type: none"> Head of Service : Schools Support 	

C. LEARNING AND TEACHING (Only applicable to educational services and community learning and development)					
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER	PROGRESS AS AT SEPTEMBER 2007
	Community based learning opportunities for young people and adults	<ul style="list-style-type: none"> Audit of learning materials/equipment carried out Individual learning plans completed by learners Ensure community based learning opportunities reflect the needs of learners 	<p>December 2007</p> <p>June 2007</p> <p>Continuous</p>	<ul style="list-style-type: none"> Team Leaders Team Leaders Team Leader 	<p>In process of completion</p> <p>Individual learning plans reviewed and new plans will be implemented in new session with learners.</p> <p>Evaluations carried out with learners involved in CBL opportunities</p>
	Community Learning and Development plans reflect the needs of learners with a disability	<ul style="list-style-type: none"> Work with partners to establish support systems for learners, where appropriate Delivery of locally based learning opportunities with partners 	<p>June 2008</p> <p>June 2008</p>	<ul style="list-style-type: none"> Team Leaders Team Leaders 	Community Learning and Development Action Plan published
	Celebrate learners achievements	<ul style="list-style-type: none"> Annual celebration of achievement for young people and adults 	June 2007 and ongoing	<ul style="list-style-type: none"> Team Leaders 	C&DV Area Team presentation held in June 2007

					Learners nominated for SALP Awards (May 2007 – Learner with visual impairment)
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D. COMMUNITY CAPACITY BUILDING					
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER	PROGRESS AS AT SEPTEMBER 2007
	Community Learning and Development Plan for people with a disability produced and linked to geographic plans	<ul style="list-style-type: none"> Plan produced and implemented 	February 2007	<ul style="list-style-type: none"> Assistant Principal Officer Team Leaders 	Plan produced and issued Maintenance Issue
	Provide support and develop the capacity of community groups representing disabled people	<ul style="list-style-type: none"> Monitor support given to community groups and identify gaps Strengthen community consultation and engagement arrangements with community groups 	December 07 June 2008	<ul style="list-style-type: none"> Principal Officer Team Leaders Principal Officer Team Leaders 	Revised to June 2008 Community Learning and Development continues to work with and support 5 groups

E. SELF EVALUATION AND CONTINUOUS IMPROVEMENT					
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER	PROGRESS AS AT SEPTEMBER 2007
	Undertake an audit of provision and monitor uptake of learning opportunities for young people and adults with a disability	<ul style="list-style-type: none"> Establish a central CLD database for the collation of statistical information Monitor enrolments for young people and adults with a disability Ensure qualitative and 	June 2007 June 2007 onwards June 2007	<ul style="list-style-type: none"> Principal Officer Principal Officer Team Leader Principal Admin Officer Assistant 	Database being piloted within Essential Skills for rollout across service. Still being progressed – revised date December 2007 Annual statistical data collated for service. Performance management group established within CLD 53 adults with a disability supported

		quantative information gathered is monitored on a quarterly basis and taken account of when delivering services	onwards	Principal Officer	
	Implementation of disability toolkit	<ul style="list-style-type: none"> Awareness of toolkit undertaken with staff 	December 2007	<ul style="list-style-type: none"> Assistant Principal Officer 	
	Best Value	<ul style="list-style-type: none"> Ensure, through implementation of "Securing Continuous Improvement" corporate guidance on service reviews that all reviews take account of the needs of people with disabilities Identify service improvement activity through service planning strategic self assessment and EFQM processes 	Continuous	<ul style="list-style-type: none"> Heads of Service 	Service Reviews will take this into account
	Impact Assessment	<ul style="list-style-type: none"> Implement Impact Assessment across policies 	Continuous	<ul style="list-style-type: none"> Heads of Service 	Educational Services part of corporate pilot

F. CONSULTATION AND ENGAGEMENT WITH SERVICE USERS/GROUPS

ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER	PROGRESS AS AT SEPTEMBER 2007
Consultation carried out with young	<ul style="list-style-type: none"> Continue to develop 	Continuous	<ul style="list-style-type: none"> Principal Officer 	This will be done through consultative forums

	people on issues of disability	the use of established communication structures such as Dialogue Youth, to consult with young people		<ul style="list-style-type: none"> • Team Leaders 	with young people
	Consultation carried out with adult learners and community groups on issues of disability	<ul style="list-style-type: none"> • Continue to develop the use established communication structures such as Disability Forums, Disability Community Learning Plan Group and learners forums to consult with adults 	Continuous	<ul style="list-style-type: none"> • Principal Officer • Team Leaders 	Consultation routinely carried out with representative groups

EAST AYRSHIRE COUNCIL

EDUCATIONAL AND SOCIAL SERVICES DEPARTMENT

DISABILITY EQUALITY ACTION PLAN 2007-2010

SERVICE UNIT – SOCIAL WORK

A. ACCESSIBLE SERVICES					
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER	PROGRESS AS AT SEPTEMBER 2007
	Ensuring information about services is widely available.	<ul style="list-style-type: none"> Identify public information and communication needs. In accordance with Communication strategy for Social services develop a suite of appropriate information materials in accessible formats 	April 2008	Andy Macdonald	<ul style="list-style-type: none"> Discussion taking place corporately. Departmental audit completed.
	Ensuring that complaints regarding discrimination are recognised.	<ul style="list-style-type: none"> Ensure mechanisms are in place for recording complaints that relate to discrimination through the Social Work complaints process 	April 2007	Andy Macdonald/ Amanda McInnes	<ul style="list-style-type: none"> 0 complaints relating to discrimination were identified during the period April – September 07. Further to approval of the Strategic Direction of Social Work report in April 2007 we have strengthened our approach to complaints management through the appointment of the Commissioning and Review Manager who will have a specific remit in relation to complaints.
	Promote services that are flexible and responsive to need	<ul style="list-style-type: none"> Ensure models of service delivery 	Continuous	Service Managers	<ul style="list-style-type: none"> The outcomes of our work in relation to “In Control” models of service is informing our

		continue to be developed including Direct Payments that meet the needs of individuals			preparations for the tendering exercise which will be undertaken for the provision of specialist support services to adults in 2008.
	Working with partner providers.	<ul style="list-style-type: none"> Ensure through contract monitoring arrangements that service providers implement their responsibilities towards people with disability. 	Continuous	Andy Macdonald/ Service Managers	<ul style="list-style-type: none"> Social Work report approved by Social Work Committee in April 2007, we have further strengthened our approach to commissioning, contracting and contract monitoring through the recruitment of a dedicated Commissioning and Review Manager and an additional Commissioning and Review officer.
	Track progress of East Ayrshire children and young people with a disability who are educated and cared for in establishments outwith East Ayrshire with regard to all aspects of their educational and care experience.	<ul style="list-style-type: none"> Review target setting policy in outwith establishments 	June 2007	Prioritisation Group	<ul style="list-style-type: none"> All children and young people from East Ayrshire who are placed in any outwith Authority specialist placement have their progress monitored on a regular basis by the relevant case workers (psychologist/social worker). This is done both formally through regular reviews and informally as required. The Prioritisation Group receives regular 6 monthly reports on progress and the continued appropriateness or otherwise of the placement.
	Provision of meals within Education and Care settings that meet the needs of specific ethnic, dietary or disability requirements.	<ul style="list-style-type: none"> Develop clear policy guidance for catering managers in developing menus for individuals with special needs 	June 2007	Robin Gourlay	<ul style="list-style-type: none"> A special diets manual providing policy and practical guidance on religious, ethnic and medically prescribed diets has been revised and issued to all Catering Managers August, 2007.

		<ul style="list-style-type: none"> Implement new 'speaking' menu boards in Social Work establishments, where appropriate 			
	Accessibility to Council Premises	<ul style="list-style-type: none"> Review current targets and establish action plan for improvements. This reflects the Corporate Action Plan. 	April 2007	Executive Head of Finance in lead co-ordinating role	

B. STAFFING					
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER	PROGRESS AS AT SEPTEMBER 2007
	Ensure staff are aware of and appropriately trained in relation to disability issues. This action reflects the Corporate Action Plan.	<ul style="list-style-type: none"> Ensure training and development needs are identified and actioned through the EAGER process. Enhance basis awareness training by identifying additional training requirements for specific groups of staff 	Continuous	Training Team/Service Managers	<ul style="list-style-type: none"> In period April – Sept 2007, 88 staff attended 1 day training on Values and Anti Oppressive Practice and 28 staff attended 2 day training on Promoting Equality. The Social Work Training Manager is participating in an Equalities and Diversity Training Group which is considering this issue at a Council Wide level.
	Monitor recruitment and staffing complement	<ul style="list-style-type: none"> Annual monitoring and analysis 	Ongoing	Personnel Officers	

C. LEARNING AND TEACHING (Only applicable to educational services and community learning and development)					
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER	PROGRESS AS AT SEPTEMBER 2007

D. COMMUNITY CAPACITY BUILDING					
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER	PROGRESS AS AT SEPTEMBER 2007
	Promote the development within the community of organisations that can support people with disabilities and represent their views to statutory organisations	<ul style="list-style-type: none"> Continue to support the development of and work in partnership with information, advice and support providers in relation to service users, carers and advocacy services 	Continuous	Service Managers	<ul style="list-style-type: none"> Preparations well advanced for the Older People's conference in October for which the theme 'Keeping Safe' was agreed.

E. SELF EVALUATION AND CONTINUOUS IMPROVEMENT					
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER	PROGRESS AS AT SEPTEMBER 2007
	Data Collection	<ul style="list-style-type: none"> Ensure information on disability is consistently recorded onto SWIFT (client database) at point of referral to inform service delivery and development via statistical analysis 	Work ongoing completion scheduled December 2007	Service Managers	<ul style="list-style-type: none"> Information relating to the existence and nature of the disability of individual service users is captured through the Single Share Assessment process. The subsequent inputting of data collected onto the SWIFT system allows for a wide range of statistical analysis and reporting related to disability issues.
	Best Value	<ul style="list-style-type: none"> Ensure, through implementation of "Securing Continuous Improvement" corporate guidance on service reviews that all reviews take account of the needs of people 	Continuous Annual	Service Managers Service Managers	<ul style="list-style-type: none"> The review of Community Care Fieldwork services is still in progress and will take into account the impact of the Strategic direction of Social Work services report and the outcomes of Supporting People service reviews undertaken in line with Scottish Government Guidance in relation to Supporting People funding.

		<p>with disabilities</p> <ul style="list-style-type: none"> Identify service improvement activity through service planning strategic self assessment and EFQM processes 			<ul style="list-style-type: none"> In line with updated arrangements for EFQM across the Council a single composite EFQM assessment for Social Work will be undertaken in December 7/January 08.
	Impact Assessment	<ul style="list-style-type: none"> Implement Impact Assessment across policies 			<ul style="list-style-type: none"> Part of corporate pilot

F. CONSULTATION AND ENGAGEMENT WITH SERVICE USERS/GROUPS					
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER	PROGRESS AS AT SEPTEMBER 2007
	Strategic Planning	<ul style="list-style-type: none"> Ensure involvement of individuals and representative organisations in strategic planning activity. This includes young people through structures such as Dialogue Youth 	Continuous	Service Managers	<ul style="list-style-type: none"> Arrangements are being progressed with carers groups for the holding of a stakeholder event focused around carers strategy.
	Sample the views of people with disabilities to inform strategic planning and service review activity.	<ul style="list-style-type: none"> Survey the views of people with disabilities via a programme of targeted service user surveys 	April 2007 (pilot – further survey activity to follow evaluation of pilot).	Andy Macdonald	<ul style="list-style-type: none"> A comprehensive survey of service users, is in the process of being piloted (Aug 07) on recipients of meals at home. This will include a focus group comprising people with disabilities.

	<p>Seek views of parents and young people on issues of disability</p>	<ul style="list-style-type: none"> • Through Departmental Equalities Group models should be established to further involve parents and young people in continuous development and monitoring this Action Plan 	<p>Continuous</p>	<p>Departmental Equalities Group and Service Managers</p>	<ul style="list-style-type: none"> • Review currently being undertaken • This is part of model Disability Action Plan issued to educational establishments
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EAST AYRSHIRE COUNCIL

EDUCATIONAL AND SOCIAL SERVICES DEPARTMENT

GENDER EQUALITY SCHEME ACTION PLAN 2007-2010

SERVICE UNIT: EDUCATIONAL SERVICES

A. ACCESSIBLE SERVICES				
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER
	Ensure that all official & public information about education services is consistent with a gender equality agenda	<ul style="list-style-type: none"> • Prepare guidance for the development of any new communication material 	<ul style="list-style-type: none"> • April 2008 	<ul style="list-style-type: none"> • Head of Service • Head Teachers & Heads of Establishments
	Ensure that any complaints regarding gender discrimination are recognised, reported and dealt with	<ul style="list-style-type: none"> • Ensure that appropriate mechanisms are in place for recording complaints relating to gender discrimination • Audit and report on any gender discrimination reports that arise over the course of school session. 	<ul style="list-style-type: none"> • December 2007 • June 2008 	<ul style="list-style-type: none"> • Head of Service • Quality Improvement Officer
	Track the educational attainment of all children and young people with respect to gender in East Ayrshire schools & establishments. Track the educational attainment of all East Ayrshire children and young people with respect to gender who are educated in establishments outwith East Ayrshire	<ul style="list-style-type: none"> • Target setting • Provide attainment statistics on a gender discrete basis • Review policy for monitoring the attainment of children and young people in outwith schools and establishments 	<ul style="list-style-type: none"> • In place and continuous • December 2008 • December 2008 	<ul style="list-style-type: none"> • Head of Service • Head teacher & Head of Establishment • Principal Psychologist • Quality Improvement Officer (ASN)

	Ensure that all children and young people in schools and educational establishments have equality of access to all aspects of the curriculum regardless of gender	<ul style="list-style-type: none"> • Provide formal guidance to Head Teachers and Heads of Establishments regarding gender equality in the curriculum • Audit and report on gender equality access in the curriculum 	<ul style="list-style-type: none"> • April 2008 • December 2008 	<ul style="list-style-type: none"> • Head of Service • Quality Improvement Officer
	Working with Partner Providers to ensure equality practices with respect to gender are in place at all times	<ul style="list-style-type: none"> • Ensure through contract monitoring that service providers discharge their responsibilities with regard to gender equality 	<ul style="list-style-type: none"> • Ongoing and continuous 	<ul style="list-style-type: none"> • Principal Officers

B. STAFFING				
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER
	Ensure that staff are aware of and appropriately trained with respect to issues of gender equality	<ul style="list-style-type: none"> • Equality issues a standing item in all induction training • Ensure that staff training and improvement programmes are all consistent with the requirements of gender equality both in terms of access and of content. 	<ul style="list-style-type: none"> • Continuous and on-going 	<ul style="list-style-type: none"> • CPD Coordinator
	Monitor staffing complement and recruitment patterns with respect to gender.	<ul style="list-style-type: none"> • Annual monitoring and reporting 	<ul style="list-style-type: none"> • Continuous 	<ul style="list-style-type: none"> • Head of Service

C. LEARNING AND TEACHING (Only applicable to educational services and community learning and development)				
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER
	Ensure that all curricular material used in schools and educational establishments is consistent with issues of gender equality	<ul style="list-style-type: none"> • Audit of all curricular materials 	<ul style="list-style-type: none"> • June 2008 & ongoing 	<ul style="list-style-type: none"> • Head Teachers & Heads of Establishments

D. COMMUNITY CAPACITY BUILDING				
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER
	Ensure that all activities supported and run by the Department of Educational and Social Services within the communities of East Ayrshire help to promote gender equality.	<ul style="list-style-type: none"> • Audit all community based activities to ensure gender equality 	<ul style="list-style-type: none"> • Continuous and ongoing 	<ul style="list-style-type: none"> • Head Teachers & Heads of Establishments • Community Learning and Development Officers

E. SELF EVALUATION AND CONTINUOUS IMPROVEMENT				
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER
	Ensure that every school and educational establishment fully discharges their responsibilities with regard to promoting gender equality in all aspects of life.	<ul style="list-style-type: none"> • Model Equality Policy developed for all schools & educational establishments • Every school and educational establishment will audit practice regarding gender equality issues on an ongoing basis • Every school and educational establishment will report on gender equality issues as part of their annual standards and quality report. 	<ul style="list-style-type: none"> • December 2007. • June 2008 • December 2008 	<ul style="list-style-type: none"> • Head of Service • Head Teachers & Heads of Establishments • Head Teachers & Heads of Establishments

	Ensure that bullying and harassment on the grounds of gender is recorded and dealt with within overall policies pertaining to bullying and harassment	<ul style="list-style-type: none"> Review and amend existing monitoring and reporting systems to include issues of gender equality 	<ul style="list-style-type: none"> December 2007 	<ul style="list-style-type: none"> Head Teachers & Heads of Establishment
	Best Value	<ul style="list-style-type: none"> Ensure, through implementation of "Securing Continuous Improvement" corporate guidance on service reviews, that all reviews take into account issues of gender equality as it pertains to the service under scrutiny. 	<ul style="list-style-type: none"> Continuous & ongoing 	<ul style="list-style-type: none"> Head of Service

F. CONSULTATION AND ENGAGEMENT WITH SERVICE USERS/GROUPS				
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER
	Ensure that there is a regular consultation process with all stakeholders and interest groups on issues of gender equality	<ul style="list-style-type: none"> Review current arrangements for seeking views of parents and young people Report on the reviews and ensure that areas for improvement are integrated in Departmental and Institutional improvement plans 	<ul style="list-style-type: none"> December 2007 & ongoing thereafter 	<ul style="list-style-type: none"> Quality Improvement Officers Head Teachers and Heads of Establishments

EDUCATIONAL AND SOCIAL SERVICES DEPARTMENT

GENDER EQUALITY SCHEME ACTION PLAN 2007-2010

SERVICE UNIT: COMMUNITY LEARNING AND DEVELOPMENT

A. ACCESSIBLE SERVICES				
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER
	Provision of information on community based learning and youth work opportunities	<ul style="list-style-type: none"> Ensure information is kept current and is accessible in a number of formats to assist young people and adults to access learning opportunities 	Continuous	<ul style="list-style-type: none"> Team Leaders
	Working with partner providers.	<ul style="list-style-type: none"> Ensure through contract monitoring arrangements that service providers implement their responsibilities with regard to gender issues 	Continuous	<ul style="list-style-type: none"> Principal Officers

B. STAFFING				
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER
	Staff and volunteers trained in gender equality issues	<ul style="list-style-type: none"> All staff and volunteers have attended equality briefings Equalities training built in to induction programmes Equalities training incorporated into youth work, tutor and volunteer training 	<p>2007/2008</p> <p>April 2008</p> <p>April 2008</p>	<ul style="list-style-type: none"> Assistant Principal Officer Assistant Principal Officer Team Leaders

Monitor recruitment and staffing complement	<ul style="list-style-type: none"> Annual monitoring and analysis 	Continuous	<ul style="list-style-type: none"> Head of Service : Schools Support
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C. LEARNING AND TEACHING (Only applicable to educational services and community learning and development)			
ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER
Community based learning opportunities for young people and adults	<ul style="list-style-type: none"> Ensure community based learning opportunities reflect the needs of learners 	Continuous	<ul style="list-style-type: none"> Team Leaders
	<ul style="list-style-type: none"> Individual learning plans completed by learners 	December 2007	<ul style="list-style-type: none"> Team Leaders
Youth Charter	<ul style="list-style-type: none"> Develop Youth Charter with LGBT 	June 2008	<ul style="list-style-type: none"> Principal Officer
Community Learning and Development plans reflect the needs of learners	<ul style="list-style-type: none"> Work with partners to establish support systems for learners, where appropriate 	June 2008	<ul style="list-style-type: none"> Team Leaders
	<ul style="list-style-type: none"> Delivery of locally based learning opportunities with partners 	June 2008	<ul style="list-style-type: none"> Team Leaders
Celebrate learners achievements	<ul style="list-style-type: none"> Annual celebration of achievement for young people and adults 	Ongoing	<ul style="list-style-type: none"> Team Leaders

D. COMMUNITY CAPACITY BUILDING				
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER
	Work with community groups to promote equality of opportunity and raise awareness of equality issues	<ul style="list-style-type: none"> • Monitor support given to community groups and identify gaps 	June 2008	<ul style="list-style-type: none"> • Principal Officer • Team Leaders
		<ul style="list-style-type: none"> • Strengthen community consultation and engagement arrangements with community groups 	June 2008	<ul style="list-style-type: none"> • Principal Officer • Team Leaders
		<ul style="list-style-type: none"> • Provide support and develop the capacity of community groups 	Ongoing	

E. SELF EVALUATION AND CONTINUOUS IMPROVEMENT				
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER
	Undertake an audit of provision and monitor uptake of learning opportunities for young people and adults	<ul style="list-style-type: none"> • Establish a central CLD database for the collation of statistical information 	December 2007	<ul style="list-style-type: none"> • Principal Officer
		<ul style="list-style-type: none"> • Monitor enrolments for young people and adults 	January 2008 onwards	<ul style="list-style-type: none"> • Principal Officer • Team Leader • Principal Admin Officer
		<ul style="list-style-type: none"> • Ensure qualitative and quantitative information gathered is monitored and taken account of when delivering services 	January 2008 onwards	<ul style="list-style-type: none"> • Assistant Principal Officer
	Best Value	<ul style="list-style-type: none"> • Ensure, through implementation of 	Continuous	<ul style="list-style-type: none"> • Heads of Service

		<p>“Securing Continuous Improvement” corporate guidance on service reviews that all reviews take account of gender issues</p> <ul style="list-style-type: none"> Identify service improvement activity through service planning & strategic self assessment 		
	Impact Assessment	<ul style="list-style-type: none"> Implement Impact Assessment across policies 	Continuous	<ul style="list-style-type: none"> Heads of Service

F. CONSULTATION AND ENGAGEMENT WITH SERVICE USERS/GROUPS				
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER
	Consultation carried out with young people on issues of gender	<ul style="list-style-type: none"> Continue to develop the use of established communication structures such as Dialogue Youth, to consult with young people 	Continuous	<ul style="list-style-type: none"> Principal Officer Team Leaders
	Consultation carried out with adult learners an community groups on gender issues	<ul style="list-style-type: none"> Continue to develop the use of established communication structures such as learner forums and Community Learning Plan Group to consult with adults 	Continuous	<ul style="list-style-type: none"> Principal Officer Team Leaders

EAST AYRSHIRE COUNCIL

EDUCATIONAL AND SOCIAL SERVICES DEPARTMENT

GENDER EQUALITY SCHEME ACTION PLAN 2007-2010

SERVICE UNIT – SOCIAL WORK

A. ACCESSIBLE SERVICES				
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER
	Ensuring information about services is widely available.	Identify gender specific public information and communication needs and ensure that they are reflected in all information materials and are available in accessible formats.	Continuous	Service Managers
	Ensuring that complaints regarding discrimination are recognised.	Review Social Work Complaints procedure to ensure compliance with the Gender Equality Duty.	2008/09	Service Manager (Commissioning and Review).

B. STAFFING				
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER
	Ensure staff are appropriately trained in equality and diversity issues	Ensure training and development needs are identified and actioned through the EAGER process. Enhance awareness of gender related issues by identifying	Continuous	Service Managers,

		additional training requirements for specific groups of staff.		
	Equalities and diversity built into training materials, courses, and other staff development.	Staff development materials and courses equalities proofed.	2008/08	Service Manager, Performance and Development

C. LEARNING AND TEACHING (Only applicable to educational services and community learning and development)				
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER

D. COMMUNITY CAPACITY BUILDING				
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER
	Promote the development within the community of organisations that can support people with gender related issues and represent their views to statutory organisations.	Continue to support the development of and work in partnership with information, advice and support providers including advocacy services and those which provide support to carers.	Continuous	Service Managers

E. SELF EVALUATION AND CONTINUOUS IMPROVEMENT				
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER
	Review.	Implement programme of best value and service review activity in accord with Council arrangements.	Continuous	Service Managers
	Audit and evaluate quality of provision within Social Work.	Undertake EFQM assessments in accord with Council arrangements.	Annual	Service Manager, Performance and Development

F.	CONSULTATION AND ENGAGEMENT WITH SERVICE USERS/GROUPS			
	ACTIVITY	ACTION	TIMESCALE	LEAD OFFICER
	Strategic Planning.	<p>Ensure involvement of representative individuals and organisations in strategic planning activity.</p> <p>Ensure all strategic plans comply with Gender Equality Duty.</p>	Continuous	Service Managers

EAST AYRSHIRE COUNCIL
CORPORATE SUPPORT DEPARTMENT
EQUALITY ACTION PLAN 2007 - 2010

SERVICE UNIT: Trading Standards

A. ACCESSIBLE SERVICES - IMPROVING ACCESS OF INFORMATION AND SERVICES (Open & Accountable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
A1	Consumer Advice Centre	BSL approved signing offered Peripatetic service offered One to One contact Translation Service offered	As and when requested	All	J Donnelly
A2	Consumer Education	Talks delivered to BME communities, disability forums etc.	Continuous	All	J Donnelly
A3	Experiential Learning Project/ Danger Detective	All P6 children in East Ayrshire participate including Additional Support Need Schools	Annually over a 4 week period	All	L Aitchison

B. STAFFING – TRAINING & MONITORING					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
B1	Corporate Training	All staff will engage in corporate equalities training.	Jan – Dec 2008	All	Equality & Diversity Officer/ Head of Personnel
	Include equalities information in the induction training for new members of staff	Review departmental/sectional induction folders and include information on equalities.	March 2008	All	J Donnelly
B2					
B3	Deliver training on equality impact assessments to staff tasked with undertaking these assessments.	Work with Equality & Diversity Officer to source and deliver impact assessment training	January 2008 Onwards	All	J Donnelly
C. IMPROVING POSTIVE ATTITUDES & POSITIVE ACTIONS					
		ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
C1	Consumer Advice Consumer Education Business Advice and Education	Translation signs displayed prominently in community languages Translation serviced offered when and when required Peripatetic service available	Continuous	All	J Donnelly

D. IMPROVING COMMUNITY CONSULTATION, INVOLVEMENT & COMMUNITY CAPACITY BUILDING (if applicable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
D1	Business and Consumer Surveys – ensure equality questions included	Produce surveys in different format on request	Continuous	All	J Donnelly
E. GATHERING & UTILISING INFORMATION, MONITORING, SELF EVALUATION AND CONTINUOUS IMPROVEMENT					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
E1	EFQM	Information from surveys/questionnaires used to inform policy	Continuous	All	J Donnelly
E2	Business Concordat Enforcement Policy	Different Formats available on request	Continuous	Race Disability	J Donnelly
E3	Business and Consumer surveys	Review information on surveys to inform practice.	Continuous	All	J Donnelly
E4	Review what equalities information is held currently	Assess information collected and include equalities information into evaluations/feedback mechanisms used at Trading Standards events , training, forums etc.	March 2008	All	J Donnelly
F. CONSULTATION AND ENGAGEMENT WITH SERVICE USERS/GROUPS (if applicable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
F1	Ensure that all consultations are capable of capturing information that can be attributed to equality strands	Collect equalities information as part of all stakeholders con	March 2008	All	J Donnelly

G. IDENTIFYING RELEVANT FUNCTIONS & POLICIES					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
G1	Identify all Trading Standards Functions and Policies	Review the functions/policies on a 3 year rolling programme	December 2007 – December 2010	All	J Donnelly
H. MONITORING POLICIES FOR ADVERSE IMPACT					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
H1	Carry out equalities impact assessment on all new policies/functions or as indicated on a three year rolling programme	Impact assess to continually adopt best practice whilst ensuring performance is analysed effectively	As above	All	J Donnelly

**EAST AYRSHIRE COUNCIL
CORPORATE SUPPORT DEPARTMENT
EQUALITY ACTION PLAN 2007 - 2010**

SERVICE UNIT: Community Planning and Partnership Unit

A. ACCESSIBLE SERVICES - IMPROVING ACCESS OF INFORMATION AND SERVICES (Open & Accountable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
A1	Continue to implement the roll out East Ayrshire's Community Plan and Review Supplement	<p>Ensure all key Community Planning documents are fully accessible to all equality groups through their publication:</p> <ul style="list-style-type: none"> • in a range of languages including Urdu, Punjabi, Chinese and Gaelic; • in tape format and large print; • on our website at www.eastayrshirecommunityplan.org; and • in print form in all libraries and council offices. 	Ongoing	All	Gwen Barker
A2	Embedding the equalities agenda within the Community Plan/local processes and the Regeneration Outcome Agreement	<p>Ensure that the guiding principles, in particular 'promote social justice and social inclusion' and 'succeed in joint working and involving people', underpin the activity of Community Planning Partners.</p>	Ongoing	All	Gwen Barker
		<p>Organise a range of promotional/awareness raising activities designed to ensure greater understanding of the Community Planning vision, priorities and guiding principles, ensuring all venues are fully accessible and provision is made for people with a hearing or sight impairment.</p>	Summer – Autumn 2007 and annually thereafter	All	Gwen Barker

B. STAFFING – TRAINING & MONITORING					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
B2	Improving CPPU staff awareness of the equalities agenda/issues	Ensure staff understand the Community Planning guiding principles and overall equalities agenda through participation in focussed discussions at Team Development Meetings. Ensure all staff undertake the web based Corporate Equalities Training.	Ongoing 2008	All All	Gwen Barker Gwen Barker
B2	Deliver training on equality impact assessment to Community Planning staff tasked with undertaking these assessments	Work with the Equality & Diversity Officer to source and deliver impact assessment training for all identified staff.	January 2008	All	Gwen Barker and Equality & Diversity Officer
C. IMPROVING POSITIVE ATTITUDES & POSITIVE ACTION					
		ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
C1	Encouragement and promotion of positive staff attitudes in respect of the equalities agenda	Ensure all staff undertake the web based Corporate Equalities Training. Promote positive staff attitudes to the equalities agenda through Team Meetings and Development Days.	2008 Ongoing	All All	Gwen Barker Gwen Barker
D. IMPROVING COMMUNITY CONSULTATION, INVOLVEMENT & COMMUNITY CAPACITY BUILDING (if applicable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
D1	Facilitation by key CPPU staff of STEPS/Aspirational Learning programmes	Deliver capacity building programmes to all, irrespective of gender, race or disability, ensuring all venues are fully accessible and provision is in place for people with a hearing or sight impairment.	Ongoing	All	Helen Sinclair/Dawn Watson

E. GATHERING & UTILISING INFORMATION, MONITORING, SELF EVALUATION AND CONTINUOUS IMPROVEMENT					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
E1	Review of Community Plan and associated thematic Action Plans	Ensure that an impact assessment of the 6 thematic Action Plans is carried out to ensure compliance with the overall equalities agenda in respect of all equalities strands.	2007/2009	All	Gwen Barker/Lead Officers
E2	EFQM exercise undertaken on a yearly basis and issues related to the equalities agenda identified.	Develop annual Action Plan in line with results of the EFQM exercise ensuring actions are progressed involving representation from all equalities strands, as appropriate. The EFQM exercise will be undertaken again in 2008/09.	March 2008 and ongoing	All	Laurie Palmer
F. CONSULTATION AND ENGAGEMENT WITH SERVICE USERS/GROUPS (if applicable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
F1	Co-ordination of the periodic joint Residents' Survey and the maintenance of a representative Residents' Panel on behalf of Community Planning Partners	<p>Ensure that the Residents' Panel is representative of all equalities groups.</p> <p>Ensure that Residents' Survey sampling is representative of all equalities groups.</p> <p>Ensure that the revised Residents' Survey question set addresses equalities issues.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Nov/Dec 2007</p>	All	<p>Helen Sinclair/Dawn Watson</p> <p>Helen Sinclair/Dawn Watson</p> <p>Helen Sinclair/Dawn Watson</p>
D2	Facilitation of training and support to community representatives on the Community Planning Partnership Board and to members of the Federations of Community Groups	Ensure that all representatives are able to access training and are fully supported to participate in Community Planning decision making processes irrespective of age, gender or disability.	Ongoing	All	Helen Sinclair/Dawn Watson

F. CONSULTATION AND ENGAGEMENT WITH SERVICE USERS/GROUPS (if applicable)					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
F2	Development of a range of mechanisms to facilitate and encourage wider community engagement in the Community Planning process	<p>Update the consultation and engagement toolkit to reflect new consultation and engagement arrangements, including the new Equalities Forum.</p> <p>Encourage community engagement from all equalities strands by ensuring that their needs are considered at all stages of the development process.</p> <p>Effectively implement Local Community Planning processes and structures to encourage wider community engagement of all equalities groups.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>March 2008 and ongoing</p>	<p>All</p> <p>All</p> <p>All</p>	<p>Helen Sinclair/Dawn Watson</p> <p>Helen Sinclair/Dawn Watson</p> <p>Gwen Barker</p>
F3	Creation of the Children and Young Person's Forum and Equalities Forum	Support the effective development and implementation of both forums which will serve to ensure effective engagement of equalities groups in Community Planning decision making processes.	March 2008 and ongoing	All	Helen Sinclair/Dawn Watson
F4	Development of the Federations of Community Groups	Continue to support the development of the Federations of Community Groups, including raising awareness of the overall equalities agenda.	Ongoing	All	Helen Sinclair/Dawn Watson
F5	Implementation of the National Standards for Community Engagement across Community Planning processes	Ensure that the principles of fairness, equality and inclusion embodied in the National Standards for Community Engagement underpin all aspects of community engagement.	Ongoing	All	Helen Sinclair/Dawn Watson

G. IDENTIFYING RELEVANT FUNCTIONS & POLICIES					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
G1	Implementation of the overall strategic direction for Community Planning in East Ayrshire as contained within the Community Plan, the Review Supplement 2006/07 and related Action Plans	Mainstream equalities practice through community planning processes, including through the implementation of the Integrated Impact Assessment.	Ongoing	All	Gwen Barker/Helen Sinclair
G2	Develop, implement, review and report on corporate regeneration programmes, notably the Regeneration Outcome Agreement (ROA)	Monitor and report on the equalities agenda through the ROA annual reporting process.	Ongoing	All	Ann Robertson
H. MONITORING POLICIES FOR ADVERSE IMPACT					
	ACTIVITY	ACTION	TIMESCALE	TARGET GROUP	LEAD OFFICER
H1	Consider and address equalities issues in the development of policy and strategy	Pilot, finalise and implement the Integrated Impact Assessment Tool, ensuring appropriate training for staff.	2007/08	All	Helen Sinclair